



MICROSOFT PROJECT

(Advanced)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Project Managers
- Engineers
- IT Personnel

Pre-requisite: Participants should have basic knowledge of MS Project

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Project Program

DURATION

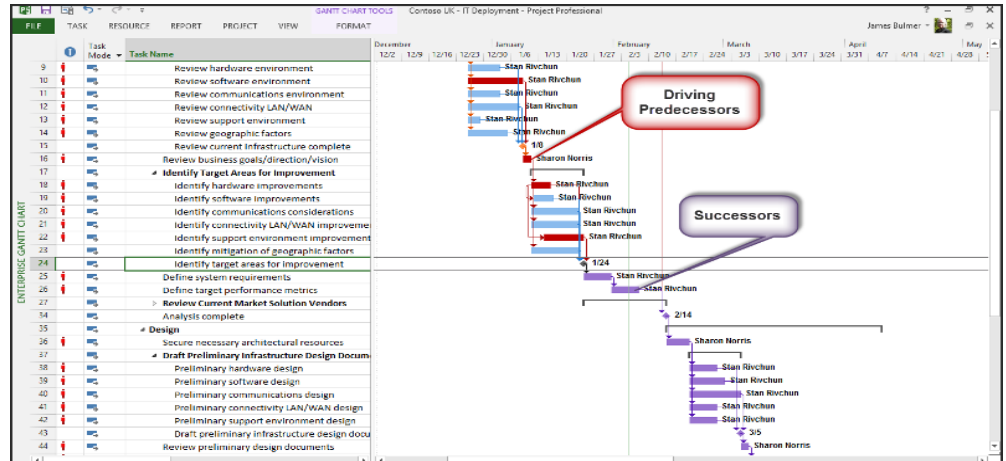
- 2 Days

COURSE FEE

- RM 620.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

The two-day advanced course is intended for those already successfully using Microsoft Project to manage individual projects that now need to use some advanced techniques. You will learn the key elements of multiple project management using shared resources and how to apply that knowledge using the robust features of Microsoft Project.

OBJECTIVE

Upon completion of the course, participants will be able to :-

- To import and export data from other application
- Create custom reports
- Sharing resources across projects

COURSE CONTENTS

- Chapter 1 – Exchanging project data with other application
- Chapter 2 – Fine-tuning task details
- Chapter 3 – Fine-tuning resource details
- Chapter 4 – Fine-tuning assignment details
- Chapter 5 – Fine-tuning your project plan
- Chapter 6 – Tracking progress on tasks and assignment
- Chapter 7 – Getting your project back on track
- Chapter 8 – Advanced formatting
- Chapter 9 – Consolidating projects and resources

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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