



# 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 Microsoft Project

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Project Program

## DURATION

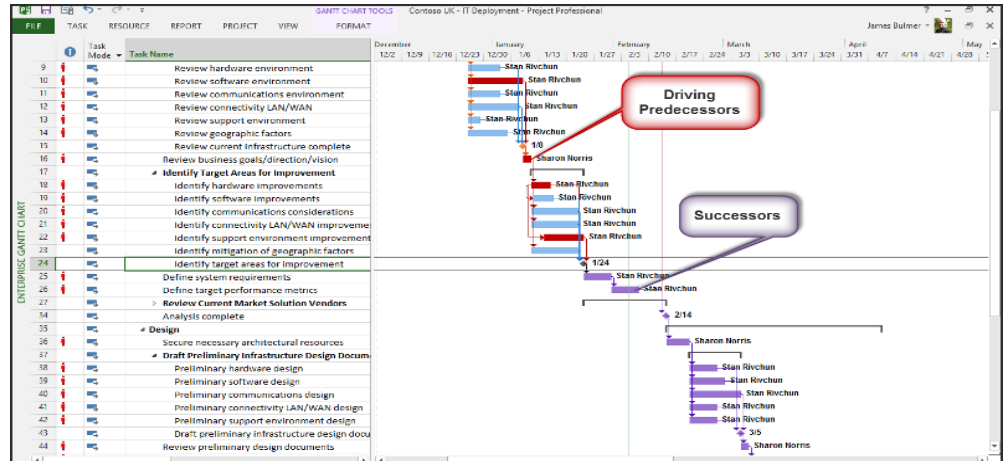
- 2 Days

## COURSE FEE

- RM 1000.00

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.

## OBJECTIVES

By the end of the course participants should 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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