PROJECT ADVANCED

Project Views

Working With Views
Combination Views
Creating Your Own Views
Creating A Combination View
Placing Views On The Menu
Sharing New Views With Other Projects

More Tables & Filters

Overview Of Tables And Filters
Understanding Tables
Creating A New Table
Using The New Table
A Clayton's Table
Exploring Filters
Creating A Custom Filter
Creating Custom columns
Formatting Columns

Templates

Templates Overview
Examining Existing Templates
Creating A New Template
Using A Template
Modifying A Template
Changing The Global Template
Removing Items From The Global Template
Copying Items Between Projects

Other Applications

Exporting Overview
Copying To Microsoft Word
Copying To Microsoft Excel
Linking To Microsoft Excel
Exporting To Microsoft Excel
Exporting To A Microsoft Excel Pivot Table
Exporting To Microsoft Access
Exporting to Microsoft Visio
Appending More Information

Reporting Techniques

Reporting Techniques Overview
Inserting Page Breaks
Removing Page Breaks
Using Predefined Reports

Modifying A Predefined Report
Crosstabulation Reports
Dissecting A Crosstabulation
Creating A Crosstabulation Report
Sharing Custom Reports

Project On The Web

Overview Of Project On The Web
Saving To HTML
Viewing An HTML File

Saving To An HTML Template
Copying A Picture
Saving To HTML With A Picture

Multiple Files

Multiple Files Overview
Working With Multiple Files
Creating A Workspace
Using A Workspace File
Hiding Files
Unhiding Files

Linked Projects

Linked Projects Overview
Combining Multiple Projects
Using A Combined Project
Changing Data In A Combined Project
Saving A Combined Project
Opening A Combined Project
Inserting Projects
Breaking Project Links
Creating A Read-Only Sub-Project
Inserting Task Links

Shared Resources

Shared Resources Overview
Creating A Common Resource Pool
Linking To An External Resource Pool
Assigning Resources From A Pool File
Working With Shared Resources
Checking For Links

Managing Shared Resource Files
Creating A Resource Workspace

Downsizing A Project

Downsizing Overview
Examining The Large Project
Creating Smaller Projects
Creating A Master Project
Aligning The Projects

Project In A Workgroup

Sharing Your Projects
Sending A Project
Creating A Routing Slip
Sending With A Routing Slip
Receiving A Routed Project
Receiving Feedback

1 DAY DURATION