

Title of Course:	Microsoft® Project 2000 – Advanced Topics 2		Length of Course (# of hrs/Days):	1-Days (7 hours)	
<p align="center"><u>DESCRIPTION OF CLASS</u></p> <p>In this training course, advanced topics and specific areas of Microsoft® Project 2000 are addressed. In this 1-day training program, 2-advanced modules are covered. The Edwards Industries Core class in Microsoft® Project, which teaches the scheduling methodology, is strongly recommended before taking this course.</p> <p><u>MANAGING MULTIPLE PROJECTS</u></p> <p>Project Managers often have multiple or extremely complex projects in progress at the same time. Managing multiple concurrent projects requires many special considerations.</p> <p>In this module, learn the skills needed to:</p> <ul style="list-style-type: none"> • Develop and manage master projects composed of multiple subprojects. • Establish links between projects so that a task in one project can be a predecessor or successor to a task in another project. • Share resources among projects by managing a shared “master” resource pool. • Level the shared resources across all projects to properly allocate the staff in the organization. • Save multiple files in a workspace so that all projects and resource sharing files can be opened simultaneously. <p><u>CREATING VIEWS AND FILTERS</u></p> <p>One of the strengths of Microsoft® Project 2000 is the flexibility to filter the project data and view the information in a variety of layouts enabling specialized analysis of the schedule. In this module you will learn to define tables, views and filters in Microsoft® Project 2000. This module will also provide examples of views and filters that will assist in tracking and analyzing a project schedule.</p>					
Course Prerequisite:	MS Project 2000: A Scheduling Tool for Successfully Managing your Projects	R.E.P. Program Number:	1918-P2KA02	PMI PDUs:	7
FOR REGISTRATION, PAYMENT AND GENERAL INFO:	<p>For more information or to register for this course, contact the Edwards Industries offices by phone (800) 556-2506 or email: training@edwards-ind.com</p> <p>Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>				