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Reviewing Project Basics

- Working with Tasks
- Working with Resources
- Working with Costs
- Working with Calendars

Customizing Project Information

- Using the Options Dialog Box
- Setting Save Options
- Setting Scheduling Options
- Setting Calculation Options
- Using the Drawing Toolbar

Filtering/Sorting/Grouping Information

- Using the AutoFilter Feature
- Creating a Custom Filter
- Sorting a View
- Creating a Custom Sort
- Grouping Resources or Tasks
- Creating a Custom Grouping

Using More Customization Features

- Applying a Table to a View
- Creating a Custom View
- Creating a Custom Table
- Adding a Table Column
- Hiding a Table Column
- Using the Organizer to Reset Defaults
- Using the Organizer to Customize Templates
- Using the Gantt Chart Wizard
- Creating Custom Outline Codes

Working with Multiple Projects

- Working with Master Projects
- Creating a Subproject
- Inserting a Project
- Unlinking Subprojects
- Consolidating Open Projects
- Linking & Unlinking Subproject Tasks
- Viewing Multiple Critical Paths
- Saving a Workspace File

Working with Resource Pools

- Using Resource Pools
- Creating a Resource Pool
- Linking a Project to a Resource Pool
- Opening a Sharer File
- Updating a Resource Pool
- Opening a Resource Pool

Importing & Exporting Data

- Using Import/Export Maps
- Using an Existing Map to Import Data
- Creating a Custom Map to Import Data
- Using an Existing Map to Export Data
- Creating a Custom Map to Export Data
- Using the Project Excel Template

Working with Graphics & Web Pages

- Using Graphics
- Inserting a Graphic Image
- Creating a Hyperlink to Another File
- Creating a Hyperlink to a View
- Using Graphical Indicators
- Copying a Project to a Picture
- Saving a Project as an HTML File