

Project 2003: Advanced

1 Day

Description

This is the second course in the Microsoft Project series. In Microsoft Project: Level 1, you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase. You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Prerequisites

- An understanding of project management concepts.
- Knowledge of a Windows operating system.
- Microsoft Project: Basic.

Objectives

- ✓ Exchange project plan data with other applications.
- ✓ Update a project plan.
- ✓ Create custom reports.
- ✓ Re-use existing project plan information.

Exchanging Project Plan Data with Other Applications

- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

Updating a Project Plan

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

Creating Custom Reports

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

Re-using Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan