

## Project 2007: Advanced

### 1 Day

#### Prerequisites

- *Project 2007: Basic*
- *Project 2007: Intermediate*

#### Objectives

- As specified in the outline

#### Customizing Project

##### Using Advanced Views

Using the Gantt Chart View  
Using the Tracking Gantt View  
Using the Network Diagram  
Adjusting Time Scales  
Changing Your Font

##### Formatting the Gantt Chart

Formatting Individual Bars  
Formatting Categories  
Adding Text to Bars  
Adding Text Boxes to a Chart

##### Customizing how Project Looks

Adding Menus  
Customizing Menus  
Showing and Hiding Toolbars  
Customizing Toolbars  
Creating Toolbars

##### Setting Project's Options

Changing the Calendar or Date Format  
Changing your User Name and Undo Levels  
Setting Time Units  
Enabling AutoSave  
Setting Calculation Options  
Security Options  
The Interface Tab and Scheduling Options

#### Advanced Topics

##### Tasks

Setting Fixed Duration Tasks  
Modifying Fixed Tasks  
Adding a Hyperlink to a Task  
Using the Tracking Toolbar

#### Project Costs

Setting Currency Options  
Entering Costs  
Using Cost Rate Tables  
About Fixed Costs  
About Cost Resources  
Viewing Costs  
Manually Updating Costs  
**The Work Breakdown Structure Code**  
Understanding the WBS Code  
Assigning a WBS Code to a Task  
Viewing the WBS Code of a Project  
Customizing the WBS Code  
**Importing and Exporting Files**  
Importing a File  
Exporting a File  
Using Custom Maps  
Exporting a Gantt Chart

#### Finishing Your Project

##### Adding a Drawing

Using the Drawing Toolbar  
Drawing Two Dimensional Shapes  
Drawing Lines  
Drawing Arrows  
Drawing Polygons  
Step-By-Step  
Skill Sharpener

##### Editing a Drawing

Changing the Order of Shapes  
Modifying Drawing Properties  
Cycling the Fill Color  
Attaching a Drawing to a Task

## **Project 2007: Advanced, continued**

### **Updating and Filtering Your Project**

Updating Tasks

Updating the Project

Applying Custom Filters

Creating Progress Lines

Displaying the Progress Line

Interpreting a Progress Line

Editing or Removing Progress Lines

Formatting a Progress Line

### **Tracking Progress**

Using the Project Guide

About Status Indicators

Tracking Overdue Tasks with Filters

Tracking Completed Tasks

Tracking Tasks by Grouping

### **Working With Multiple Projects**

#### **Versions of Microsoft Project**

Project 2007 Standard

Project 2007 Professional

Project Server 2007

Comparing Project Professional, Standard, and Server

#### **Working with Resource Pools**

Starting a Resource Pool

Linking a Project to the Pool

Creating a Resource Pool from Multiple Projects

Unlinking a Project from a Resource Pool

Updating a Resource Pool

#### **Working with Multiple Projects**

Types of Multiple Projects

Inserting Sub Projects

Unlinking or Removing Sub Projects

Consolidating Projects

Consolidating Projects Using the New Window

Command

Using Project Workspaces

#### **Working with Multiple Projects, Part 2**

Viewing a Master Project's Critical Path

Saving Baselines for a Master Project

Saving Baselines for a Consolidated Project

Viewing Information for Inserted Projects