

Project 2007: Intermediate

1 Day

Prerequisites

- *Project 2007: Basic*

Objectives

- As specified in the outline

File Tasks and Views

Using My Computer within Project

Using the My Places Toolbar
Navigating with My Computer
Performing Basic Tasks
Changing Views

Saving your Files

Using File Formats
Using File Properties
Using Auto Save
Setting Save Options

Using Templates

Opening a Template
Creating a Template
Accessing a Custom Template
Using and Saving Template Previews

Viewing your Files

Opening a New Window
Arranging Windows
Hiding or Unhiding a window
Splitting a Window

Advanced Views

Using Multiple Views
Viewing Tables
Sorting Information
Using Filters
Using AutoFilter

Using Resources

Resource Basics

The Work Units Duration Equation
Creating a Resource List
Assigning Work and Material to a Resource
Using the Resource Information Dialogue Box
Using the Project Guide Task Pane for Resources

Editing Resources

Changing a Resource Calendar
Editing Working Time
Grouping Resources
Removing a Resource

Resources and Tasks

Assigning a Resource to a Task
Assigning a Resource to a Task
Using Task Usage View to Modify Resources
Using the Assign Resources Dialogue
Removing or Replacing a Resource

Resource Views

Using the Resource Sheet View
The Resource Graph View
Resource Usage View

Resource Conflicts

Determining when Resource Conflicts Exist
Using the Resource Management Toolbar
Reassigning Resources
Scheduling Overtime

Leveling Resources

Opening the Resource Leveling Dialogue
Leveling Calculations
Leveling Range
Resolving Over Allocations

Working with Tasks

Viewing Tasks

Using the Task Usage View
Using the Task Form View
Using the Task Entry View
Using the Task Name Form

Working with Tasks

Task Indicators
Task Calendars
Using Change Highlighting

Project 2007: Intermediate, continued

Using the Task Drivers Pane

Linking Tasks

Link Types

Linking Tasks within a Project

Unlinking Tasks within Project

Linking Tasks Across Projects

Unlinking Cross-Project Tasks

Using Lag Time and Lead Time

Editing Tasks

Updating Calculation Options

Splitting a Task

Overlapping Tasks

Delaying Tasks

Assigning Variable Units to a Task

Organizing Tasks into Phases

Completing Tasks

Entering Task Completion

Updating Start and Finish Dates

Changing Task Duration

Changing Remaining Work

Working with Variances

Using the Variance Table

Checking for Variances

Work Variances

Cost Variances

Creating Reports

Creating Reports

Using the Reports Dialogue Box

Creating a Pre-Defined Report

Creating a Custom Report

Creating Visual Reports

Opening the Visual Reports Dialogue

Choosing a Report

Editing a Report

Creating a Template

Modifying a Template

Saving Cube Data

Choosing the OLAP Cube

Using the Field Picker

Saving the Cube

Saving a Database

Using Other Reports

Using the Copy Picture Feature

Using the Copy Picture to Office Wizard

Creating a Report with the Project Guide

Creating a Report from a View with the Project Guide