

Microsoft® Office Project 2007 Level 2 of 2

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$350 + GST

Course Description

Microsoft Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Exchange project plan data with other applications.
- ✓ Update a project plan.
- ✓ Manage project costs.
- ✓ Report project data visually.
- ✓ Reuse project plan information.

Course Content

Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Split a Task
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Report

Reusing Project Plan Information

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

Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

