

Microsoft Project 2007 - Level 2 Training

- **Course Number:** Project2k72
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

In Microsoft Project 2007: Level 1, you used your project management skills to create a complete project plan. Now the plans need to be updated and modified regularly to keep the project moving on track. Project Level 2 will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

Prerequisites

Students enrolling in this class should have:

- Knowledge of a Windows operating system, XP or Vista
- An understanding of project management concepts
- Microsoft Office Project 2007: Level 1

Audience

This course is designed for people who have an understanding of project management concepts, who are responsible for creating and modifying project plans, and who need a tool to manage these project plans. It is also intended for people who have a basic understanding of Microsoft Project 2003.

Course Outline

- Course Introduction
- Lesson 1 - Exchanging Project Plan Data with Other Applications
- Exchanging Project Plan Data with Other Applications
- Import Project Information
- How to Import Project Information
- Demo - Importing a Task List
- Demo - Custom Import Map
- Export Project Plan Data into Excel
- Demo - Export Project Plan Data
- The Copy Picture Dialog Box
- Demo - Copy Picture Dialog Box
- Lesson 1 Review

- Lesson 2 - Updating a Project Plan
- Updating a Project Plan
- Enter Task Progress
- The Tracking Gantt Chart
- Demo - Update Task
- Enter Overtime Work
- Demo - Overtime
- Split Task
- Demo - Split Task
- Reschedule a Task
- Demo - Reschedule a Task
- Filter Tasks
- Demo - Filter Tasks
- Set an Interim Plan
- Demo - Set an Interim Plan
- The More Tables Dialog Box
- Demo - Custom Table
- The Custom Reports Dialog Box
- Demo - Custom Reports
- Lesson 2 Review
- Lesson 3 - Managing Project Costs
- Managing Project Costs
- Cost Rate Tables
- Demo - Cost Rate Tables
- Groups
- The Group Definition Dialog Box
- Demo - Group Costs
- Link Documents to a Project Plan
- Demo - Link Documents to a Project Plan
- Lesson 3 Review
- Lesson 4 - Reporting Project Data Visually
- Reporting Project Data Visually
- The Visual Report - Create Report Dialog Box
- Visual Report Template
- Demo - Visual Reports
- The PivotTable Field List Pane
- Demo - Custom Visual Reports
- The Visual Reports - New Templates Dialog Box
- Demo - Create Visual Report Template
- Lesson 4 Review
- Lesson 5 - Reusing Project Plan Information
- Reusing Project Plan Information
- Project Templates
- Demo - Create Templates
- The Define New View Dialog Box
- Demo - Custom View

- The Organizer
- Demo - The Organizer
- Resource Pool
- Sharer Project
- Demo - Sharing Resources
- Master Projects
- WBS Code
- Demo - Master Project
- Lesson 5 Review
- Course Closure