

Course Description

Microsoft Project 2003: Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003: Level 1 , you used your project management skills to create a complete project plan. This course builds on that knowledge and gives you the opportunity to work with a project plan in the project implementation phase.

Prerequisites

Students enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows 2000 : Introduction or Windows XP : Introduction.
- Taken the Project 2003: Level 1 course.

The following would be helpful, but are not required:

- A basic knowledge of Microsoft Word and Microsoft Excel.
- Project Management Fundamentals: Part One
- Project Management Fundamentals: Part Two

Objectives

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

- ✓ Exchanging project plan data with other applications.
- ✓ Updating a project plan.
- ✓ Creating custom reports.
- ✓ Re-using project plan information.

Outline

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