



Microsoft Project 2007 Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Project 2007: Basic or equivalent experience</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Save a baseline plan; update the percentage of tasks completed, actual start and finish dates, in-progress tasks, and actual work; save an interim plan; display the Earned Value table to monitor the actual and estimated costs of tasks; and view task progress in Network Diagram view.</p> <p>Analyze a project by viewing its statistics, slippage, and slack in the schedule, and reschedule a project by splitting tasks, delaying resource work, and assigning overtime.</p> <p>Format a project file by modifying bar styles and timescales, use the Drawing toolbar to enhance Gantt chart information, print current views and reports, create a custom report and a Cross tab report, and create a visual report by using Excel or Visio.</p> <p>Create a custom Network Diagram view and a combination view, create and run a macro to automate tasks, create and delete a toolbar and a menu, and create a custom table by using the More Tables dialog box.</p>	<p>Consolidate project files, link tasks across projects, assign project and task priorities, share project elements globally and with specific projects, and share resources across projects.</p> <p>Communicate project information by using Microsoft Project Server 2007 to send task assignments and status requests and by sending project notes via email, and add hyperlinks to a project file.</p> <p>Import data from a Microsoft Excel workbook and a Microsoft Access database, export data to a Microsoft Excel workbook and a Microsoft Access database, and copy project information to a Microsoft Word document and a Microsoft Excel worksheet.</p> <p>Outline:</p> <p>Tracking project work</p> <p>Managing a project</p> <p>Updating the progress of tasks</p> <p>Observing project progress</p> <p>Analyzing and adjusting the plan</p> <p>Analyzing the plan</p> <p>Rescheduling tasks</p>	<p>Formatting and reporting</p> <p>Formatting a project file</p> <p>Using drawing tools</p> <p>Printing views and reports</p> <p>Customizing reports</p> <p>Visual reports</p> <p>Customizing the project environment</p> <p>Creating custom views</p> <p>Creating macros</p> <p>Creating a toolbar and a menu</p> <p>Creating a custom table</p> <p>Managing multiple projects</p> <p>Consolidating and sharing projects</p> <p>Sharing resources across projects</p> <p>Project communications</p> <p>Communicating among a project team</p> <p>Working with hyperlinks</p> <p>Exchanging project data</p> <p>Importing data</p> <p>Exporting data</p> <p>Copying data</p>
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