

Course 161: Microsoft Project 2007 - Level 2 (1 day)

Course Description...

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

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Learning Objectives...

- ◆ Exchange project plan data with other applications
- ◆ Update a project plan
- ◆ Manage project costs
- ◆ Report project data visually
- ◆ Re-use existing project plan information

Who should attend...

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

Prerequisites...

- ◆ An understanding of project management concepts
- ◆ Knowledge of the Windows operating system, XP or Vista
- ◆ Knowledge equivalent to ROI Course 160, Microsoft Project 2007: Level 1

See next page for a detailed course outline...



Course Outline...

Introduction and Overview

Course Objectives

Lesson 1: Exchanging Project Plan Data with Other Applications

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

Lesson 2: 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

Lesson 3: Managing Project Costs

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

Lesson 4: Reporting Project Data Visually

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

Lesson 5: 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

Please contact your ROI representative to discuss course tailoring!!!