

Course 163: Microsoft Project 2003: Level 2 (1 day)

Course Description...

Microsoft Project is a tool which provides project managers, project participants, and team leaders with the capability to track individual projects electronically. 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 will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase. Attendees will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Learning Objectives...

- ◆ Exchange project plan data with other applications
- ◆ Update a project plan
- ◆ Create custom reports
- ◆ 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 those 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 equivalent to ROI Course 162, Microsoft Project 2003: 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 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

Lesson 2: 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

Lesson 3: 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

Lesson 4: 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

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