

Project 2003: Advanced

1 Day

Description

Microsoft Project 2003: Advanced is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003:Basic, 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 such as Windows XP : Introduction.
- ✓ Successfully completed the Project 2003: Basic course.
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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:

- ✓ create a project plan and track project progress.
- ✓ Analyze and adjust the project plan.
- ✓ format and customize the project environment by using tables and macros
- ✓ manage multiple projects
- ✓ exchange and communicate project data.

Outline

Unit 1: Tracking project work

Topic A: Managing a project
Topic B: Updating the progress of tasks
Topic C: Observing project progress

Unit 2: Analyzing and adjusting the plan

Topic A: Analyzing the plan
Topic B: Rescheduling tasks

Unit 3: Formatting and reporting

Topic A: Formatting a project file
Topic B: Using drawing tools
Topic C: Printing views and reports
Topic D: Customizing reports

Unit 4: Customizing the project environment

Topic A: Creating custom views
Topic B: Creating macros
Topic C: Creating a toolbar and a menu
Topic D: Creating a custom table

Unit 5: Managing multiple projects

Topic A: Consolidating and sharing projects
Topic B: Sharing resources across projects

Unit 6: Project communications

Topic A: Communicating among a project team
Topic B: Exporting project data to the Web
Topic C: Working with hyperlinks
Topic D: Saving projects

Unit 7: Exchanging project data

Topic A: Importing data
Topic B: Exporting data
Topic C: Copying data