

ExecuTrain End User Computer Skills Project 2007: Advanced

1 Day

Description

Microsoft® Project 2007: Advanced is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Basic 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. 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.

Prerequisites

Students enrolling in this class should have:

- ✓ An understanding of project management concepts.
- ✓ Knowledge of a Windows operating system, XP or Vista.
- ✓ Microsoft Office Project 2007: Basic

Objectives

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

- ✓ Manage and update the progress of a project.
- ✓ Update and analyse and adjust a project plan.
- ✓ Format a project plan using drawing and printing tools.
- ✓ Manage multiple projects and exchange 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

Topic E: Visual 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: Working with hyperlinks

Unit 7: Exchanging project data

Topic A: Importing data

Topic B: Exporting data

Topic C: Copying data