

Project 2007 Level 2

1-day course
Course Code M172

Who should attend? This one day course is intended for participants who are familiar with Microsoft Office Project 2007.

Prerequisites Microsoft Office Project 2007 – Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- o Understand the concepts of word processing, and how to create, save, and open documents for easy document management
- o Use sample templates, create custom templates, and use the Organizer to manage project elements
- o Display progress lines, apply Earned Value tables, and conduct PERT Analysis
- o Use and create Import/Export maps
- o Create master projects, insert and work with subprojects, and create links to external tasks
- o Assign tasks to resources from a resource pool, modify resource information, and update the resource pool
- o Work with rollup task bars, hyperlinks, custom WBS codes, macros, and visual reports

Course Content **Customizing Tables, Views, and Reports**
Customizing Project Elements; Custom Tables; Custom Views; Custom Reports

Working with Templates
Sample Templates; Custom Templates; The Organizer

Tracking and Analyzing Project Data
Progress Lines; Earned Value Analysis; PERT Analysis

Importing and Exporting Data
Importing and Exporting Files; Using Import/Export Maps

Working with Multiple Projects
Master Projects and Subprojects; Working with Multiple Projects; Linking Tasks Across Projects

Resource Pools
Resource Pools; Working with Resource Pools

Additional Features
Visual Reports; Rollup Task Bars; Hyperlinks; Custom WBS Codes; Macros
