

Microsoft Project 2003: Level 2

(With Microsoft Office Project Professional 2003)

Description

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.

Course Length: One day

Target Student:

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:

Students enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of Windows XP
- Microsoft Project 2003: Level 1.
- A basic knowledge of Microsoft Word and Microsoft Excel (not required but helpful)
- The Project Management: Fundamentals one day course.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

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

- Exchange project plan data with other applications.
- Update a project plan.
- Create custom reports.
- Re-use existing project plan information.

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a Task List from an Excel File into a New Project Plan

Topic 1B: Create a Custom Import Map

Topic 1C: Export Project Plan Cost Data into Excel

Topic 1D: Copy a Picture into a Word Document

Topic 1E: Save Project Plan Information as a Web Page

Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress Information

Topic 2B: View Task Progress

Topic 2C: Split a Task

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks in a Project Plan

Topic 2F: Save an Interim Project Plan

Topic 2G: Create a Custom Table

Topic 2H: Add Custom Columns to a Table

Topic 2I: Hyperlink Documents to Tasks

Lesson 3: Creating Custom Reports

Topic 3A: Create a Custom Report

Topic 3B: Modify a Custom Report's Header and Footer

Topic 3C: Add a Picture to a Report

Topic 3D: Modify a Custom Report's Margins

Topic 3E: Print a Custom Report

Lesson 4: Re-using Project Plan Information

Topic 4A: Create a Project Plan Template

Topic 4B: Create a Custom Combination View

Topic 4C: Make Custom Views Available to Other Project Plans

Topic 4D: Share Resources

Topic 4E: Create a Master Project Plan