

## MS Project II



6 Hours of Instruction  
\$300

### Prerequisite:

**Course Description:** This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the concepts and skills taught in Project 2007: Basic. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Comes with CertBlaster pre- and post-assessment software (download).

## Course Content

### Tracking project work

- Managing a project
- Updating the progress of tasks
- Observing project progress

### Analyzing and adjusting the plan

- Analyzing the plan
- Rescheduling tasks

### Formatting and reporting

- Formatting a project file
- Using drawing tools
- Printing views and reports
- Customizing reports
- Visual reports

### Customizing the project environment

- Creating custom views
- Creating macros
- Creating a toolbar and a menu
- Creating a custom table

### Managing multiple projects

- Consolidating and sharing projects
- Sharing resources across projects

### Project communications

- Communicating among a project team
- Working with hyperlinks

### Exchanging project data

- Importing data
- Exporting data
- Copying data

### Using Technology to Get the Job Seminars Included

Job Search Strategies – Resume Workshop – Online Job Search  
Interview Prep – Practical Interviewing