



Microsoft Project 2007: Level II

Tuition: \$225 / 6 hours

Prerequisite: An understanding of project management concepts and the Windows operating system as well as basic familiarity with Microsoft Word and Excel and an understanding of MS Project 2007 Level I.

Course Description: Build upon the knowledge gained in Project 2007 Level I, and work with a project plan once it reaches the project implementation phase. Exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Course Content

Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project

Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Split a Task
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Report

Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

Reusing Project Plan Information