



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Microsoft Office Project 2003: Level 2

Number of Days: 1

Format: Instructor-Led

Class Code: PR03-2

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course 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 Objective

You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

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:

- An understanding of project management concepts.
- Knowledge of a Windows operating system.
- Microsoft Project 2003: Level 1.

Certification:

The Microsoft Office User Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Delivery Method:

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

Microsoft Office Project 2003: Level 2

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 Outline

Lesson 1: Exchanging Project Plan Data with Other Applications
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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