

Microsoft Project 2003: Level 2

Course Specifications

Course length: 1.0 day(s)

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.

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.

The following Element K courses would be helpful, but are not required: Project Management Fundamentals Harvard Manage Mentor Project Management (online course) Project Management Fundamentals Part 1 and 2 (online course)

Knowledge of Microsoft Office 2003 applications would also be helpful.

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

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