

Project 2007: Advanced

1 day

Description

This ILT Series course 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.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Project 2007: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Tracking project work

Topic A: Managing a project

Topic B: Updating the progress of tasks

Topic C: Observing project progress

Unit 2: Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Rescheduling tasks

Unit 3: Formatting and reporting

Topic A: Formatting a project file

Topic B: Using drawing tools

Topic C: Printing views and reports

Topic D: Customizing reports

Topic E: Visual reports

Unit 4: Customizing the project environment

Topic A: Creating custom views

Topic B: Creating macros

Topic C: Creating a toolbar and a menu

Topic D: Creating a custom table

Unit 5: Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources across projects

Unit 6: Project communications

Topic A: Communicating among a project team

Topic B: Working with hyperlinks

Unit 7: Exchanging project data

Topic A: Importing data

Topic B: Exporting data

Topic C: Copying data