

Microsoft® Office Project® 2007: Advanced



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Course Duration:

1 day

Course Description:

Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

Course Objectives:

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

Upon successful completion of this course, students will be able to:

- Exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic A: Import Project Information

Topic B: Export Project Plan Data into Excel

Topic C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Topic A: Enter Task Progress

Topic B: Enter Overtime Work

Topic C: Split a Task

Topic D: Reschedule a Task

Topic E: Filter Tasks

Topic F: Set an Interim Plan

Topic G: Create a Custom Table

Topic H: Create a Custom Report

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

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- Topic 5A: Create a Project Plan Template
- Topic 5B: Create a Custom View
- Topic 5C: Make Custom Views Available to Other Project Plans
- Topic 5D: Share Resources
- Topic 5E: Create a Master Project

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