

Course ID

M-PROJ03L2

Course Duration

1 day

Course Title

Microsoft Project 2003: Level 2

Related Courses

- Project and Team Management Workshop (PROJMGT4, 4 days)

Aimed At

Those with an understanding of project management techniques and some knowledge of Microsoft Project who wish to enhance their skills with Microsoft Project 2003.

Group Size

5-15

Prerequisites

You should be familiar with the concepts and methods of project management, the Windows operating system, Microsoft Office 2003 applications, and know how to use Microsoft Project at a basic level. These prerequisites may be satisfied by taking the Eogogics courses such as the following:

- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Microsoft Office Word 2003: Level 1 (M-WORD03L1, 1 day)
- Microsoft Office Excel 2003: Level 1 (M-EXCEL03L1, 1 day)
- Project Management Workshop (PROJMGT2, 2 days)
- Microsoft Project 2003: Level 1 (M-PROJ03L1, 1 day)

Course in a Nutshell

This course, second in a series of courses on Microsoft Project 2003, will help you enhance your skill with MS Project.

The first course taught you how to create a complete project plan. In this course, you will build upon that knowledge and learn how to work with a project plan once it has entered the project implementation phase. You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information. In short, this course will help you become a more sophisticated user of MS Project.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

If you are new to project management, combine this course with our two- or four-day course on project management. Ask us for the "combo" discount.

Learn How To Upon successful completion of this course, you 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

- 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

**Lab
Requirements**

Hardware Requirements: To use Microsoft Office Project Professional 2003 on each participant's machine, you need the following hardware:

- Pentium 233 MHz or higher processor.
- 128 megabytes (MB) of RAM or more.
- 612 megabytes (MB) of available hard-disk space or more.
- CD-ROM drive.
- Super VGA or higher resolution monitor.
- Microsoft Mouse, Microsoft IntelliMouse®, or a compatible pointing device.
- Additional items or services are required to use certain features: 14.4 Kbps or faster modem, and a multimedia computer to access sound and other multimedia effects.

Platform and Software Requirements: Each participant machine should have:

- Platform: Windows
- Microsoft Windows XP Professional, Windows XP Home, or Windows 2000 professional with Service Pack 3 or later operating system.
- Microsoft Windows XP Professional.
- Microsoft Office Project Professional 2003.
- Microsoft Office Professional Edition 2003.
- Internet Explorer 6.0 with Service Pack 1 or later, if you wish to access the Microsoft Office Project help files on the Internet.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

August 6, 2006