

Course ID

**M-PROJ07L2**

Course Duration

**1 day**

Course Title

**Microsoft® Office Project 2007: Level 2**

**Related Courses**

- Microsoft Project 2003: Level 1 (M-PROJ07L1, 1 day)

**Aimed At**

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 these project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

**Group Size**

5-15

**Prerequisites**

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2007: Level 1.

**Course in a Nutshell**

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.

**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.

**Learn How To**

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

**Course Outline**

**Lesson 1: Exchanging Project Plan Data with Other Applications**

- Topic 1A: Import Project Information
- Topic 1B: Export Project Plan Data into Excel

- Topic 1C: Copy a Picture of the Project Plan Information

### **Lesson 2: Updating a Project Plan**

- Topic 2A: Enter Task Progress
- Topic 2B: Enter Overtime Work
- Topic 2C: Split a Task
- Topic 2D: Reschedule a Task
- Topic 2E: Filter Tasks
- Topic 2F: Set an Interim Plan
- Topic 2G: Create a Custom Table
- Topic 2H: 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**

- 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

**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.