

Microsoft Project 2003: Level 2

Course Specifications

Software: Microsoft Office Project Professional 2003
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.

Target Student: 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 those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

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 courses would be helpful, but are not required: Project Management Fundamentals, Knowledge of Microsoft Office 2003 applications would also be helpful.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

To use Microsoft Office Project Professional 2003 on each student'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 Requirements

- Microsoft Windows XP Professional, Windows XP Home, or Windows 2000 Professional with Service Pack 3 or later operating system.

Software Requirements

Software required on each student machine includes the following:

- 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.

Performance-Based Objectives

Upon successful completion of this course, students 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 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