



Microsoft Project 2003: Advanced

Overview: Microsoft Project 2003: Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003: Level 1, students used their project management skills to create a complete project plan. This course will build upon that knowledge, and give students the opportunity to work with a project plan once it has entered the project implementation phase.

Prerequisites: Students enrolling in this class should have an understanding of project management concepts, knowledge of a Windows operating system and have attended Microsoft Project 2003: Level 1.

Course Length: One Day

Lesson 1: Exchanging Project Plan Data with Other Applications

- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

Lesson 2: Updating a Project Plan

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

Lesson 3: Creating Custom Reports

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

Lesson 4: Re-using Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan