



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Project 2007: Advanced

MS-PR-ADV-AX Rev 07.09

1 day

Description

This ILT Series course builds on the concepts and skills taught in Project 2007: Basic. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Project 2007: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Tracking project work

Topic A: Managing a project
Topic B: Updating the progress of tasks
Topic C: Observing project progress

Unit 2: Analyzing and adjusting the plan

Topic A: Analyzing the plan
Topic B: Rescheduling tasks

Unit 3: Formatting and reporting

Topic A: Formatting a project file
Topic B: Using drawing tools
Topic C: Printing views and reports
Topic D: Customizing reports
Topic E: Visual reports

Unit 4: Customizing the project environment

Topic A: Creating custom views
Topic B: Creating macros
Topic C: Creating a toolbar and a menu
Topic D: Creating a custom table

Unit 5: Managing multiple projects

Topic A: Consolidating and sharing projects
Topic B: Sharing resources across projects

Unit 6: Project communications

Topic A: Communicating among a project team
Topic B: Working with hyperlinks

Unit 7: Exchanging project data

Topic A: Importing data
Topic B: Exporting data
Topic C: Copying data



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