

Project 2003 Advanced Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Save a baseline plan
- Update tasks to show completed work
- Save an interim plan
- Analyse a plan by viewing statistics, slippage and slack
- Format a project plan
- Print views and reports
- Create custom views and tables
- Consolidate project files
- Import data from Excel or Access files
- Use hyperlinks
- Copy information to Word files

Pre-requisites

- Experience of Windows 2000 or later.
- Attendance on Project 2003 Introduction course or equivalent experience

Course contents

Tracking project work

- Managing a project
- Updating the progress of tasks
- Observing project progress

Analyzing and adjusting the plan

- Analyzing the plan
- Rescheduling tasks

Formatting and reporting

- Formatting a project file
- Using drawing tools
- Printing views and reports
- Customizing reports

Customizing the project environment

- Creating custom views
- Creating macros
- Creating a toolbar and a menu
- Creating a custom table

Managing multiple projects

- Consolidating and sharing projects
- Sharing resources across projects

Project communications

- Communication within a project team
- Exporting project data to the Web
- Working with hyperlinks
- Saving projects to Microsoft Project 98

Exchanging project data

- Importing data
- Exporting data
- Copying data