



Microsoft Project 2000: Advanced

Course number: 076 724

Course length: 1 day

Course description

Overview: Students will learn some advanced features of Microsoft Project 2000 and how to use Microsoft Project Central as well as create and work with custom WBS codes and templates. Create and use custom forms, evaluate data by using filtering and grouping techniques and working with reports. Administer Project Central, including working with user accounts and customizing administration options. Navigate and work in Project Central and work with categories and views in Project Central.

Prerequisites: *Microsoft Project 2000: Level 2*, or equivalent knowledge.

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

Benefits: Students will learn how to work with some of the advanced features of Microsoft Project 2000.

Target student: Students enrolling in this course should understand how to create and manage a project.

What's next: *Microsoft Project 2000: Advanced* is the last course in this series.

Microsoft Project 2000: Advanced

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create and work with custom WBS codes and templates.
- Create and use custom forms.
- Evaluate data by using filtering and grouping techniques and working with reports.
- Administer Project Central, including working with user accounts and customizing administration options.
- Navigate and work in Project Central.
- Work with categories and views in Project Central.

Course content

Lesson 1: Customizing Microsoft Project 2000

Working with WBS codes

- Task 1A-1: Applying WBS codes
- Task 1A-2: Viewing WBS codes
- Task 1A-3: Modifying WBS codes

Updating a Project

- Task 1B-1: Creating a recurring task
- Task 1B-2: Renumbering the WBS codes
- Task 1B-3: Saving a project in the Microsoft Project 98 file format

Working with Templates

- Task 1C-1: Saving a project file as a template
- Task 1C-2: Using a template

Lesson 2: Communicating Project Information

Working with Forms

- Task 2A-1: Copying a form
- Task 2A-2: Adding fields to a custom form
- Task 2A-3: Labeling fields in a custom form
- Task 2A-4: Using a custom form

Linking with Project

- Task 2B-1: Copying a picture of a view
- Task 2B-2: Adding a hyperlink to a task

Lesson 3: Evaluating Data

Filtering Techniques

- Task 3A-1: Using filtering and formatting techniques

Grouping Resources

- Task 3B-1: Creating and applying a custom grouping

Working with Reports

- Task 3C-1: Creating a custom table
- Task 3C-2: Creating a custom report

Lesson 4: Administering Project Central

The Project Central Environment

- Optional Task 4A-1: Accessing and logging in to Project Central

- Optional Task 4A-2: Exploring and navigating in Project Central

Working with User Accounts

- Optional Task 4B-1: Creating user accounts
 - Optional Task 4B-2: Modifying a user account
- #### Customizing Project Central

- Optional Task 4C-1: Changing task delegation settings

- Optional Task 4C-2: Setting security options in Project Central

Getting Help in Project Central

- Optional Task 4D-1: Accessing Help

Lesson 5: Working in Project Central

Logging in to Project Central as Another User

- Task 5A-1: Exploring the Project Central interface

Making a Project Available to Your Team

- Optional Task 5B-1: Updating a project to the Web server

- Optional Task 5B-2: Sending a TeamAssign message

Working with Messages

- Task 5C-1: Responding to task assignments
- Optional Task 5C-2: Updating responses to task assignments

- Optional Task 5C-3: Soliciting status reports

- Task 5C-4: Replying to a status report request

- Optional Task 5C-5: Creating and running an AutoAccept rule in Project Central

Working Offline in Project Central

- Task 5D-1: Exploring the Offline page

Lesson 6: Working with Categories and Views in Project Central

Exploring View Options

- Task 6A-1: Viewing your portfolio and assignments

Managing Views

- Optional Task 6B-1: Creating a category in Project Central

- Optional Task 6B-2: Creating a view in Project Central

- Task 6B-4: Modifying a view