



Microsoft Project 2002: Level 2

Software: Microsoft Windows 2000 Server with Service Pack 1 or later.

Course length: 1.0 day(s)

Course Description

Microsoft Project 2002 Level 2 is the second course in the Microsoft Project 2002 series. In Microsoft Project 2002 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, reuse project plan information, and collaborate on project plans with others.

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 2002 and is preparing to pursue certification as a Microsoft Office User Specialist (MOUS) for Microsoft Project 2002.

Prerequisites: Students enrolling in this class should have:

- An understanding of project management concepts.
- Knowledge of a Windows operating system.
- Microsoft Project 2002 Level 1 .

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

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.
- collaborate on a project plan with others.

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

Lesson 5: Collaborating on a Project Plan

- Topic 5A: Publish a Project Plan
- Topic 5B: Assign Resources to Tasks in a Published Project Plan
- Topic 5C: Review Task Assignments
- Topic 5D: Request Progress Information
- Topic 5E: Update Task Progress with Timesheets
- Topic 5F: Approve Project Plan Updates
- Topic 5G: Post an Issue
- Topic 5H: Conclude a Project Plan