

Microsoft Project 2007 Intermediate

PDUs – 6.5
CEUs - 0.70

PMI's Certification Breakdown
PMP - 6.50

PMI's Talent Triangle Breakdown
Technical - 6.50

Course Description: This course will build upon the basic skills students learned in the Microsoft Project 2007 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects.

Method of teaching: Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

Course Objectives:

Objective 1: Examine how to Import/Export

Project Plan Data with other Software Programs

- Examine how to Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Examine how to Export Project Plan Cost Data into Excel
- Examine how to copy a Picture into a Word Document

Objective 2: Examine how to enter Task Progress

Information

- Examine how to view Task Progress
- Examine how to Split a Task
- Examine how to Reschedule a Task
- Examine how to Filter a Task in a Project Plan
- Examine how to Save an Interim Project Plan

Objective 3: Create a Custom Table

- Examine how to Add Custom Columns to a Table
- Examine how to Hyperlink Document to Tasks

Objective 4: Create a Custom Report

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

Objective 5: Create a Project Plan Template

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