



Microsoft Project 2007: Advanced

Overview: Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

Prerequisites: Microsoft Project 2007 Introduction

Course Length: One Day

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Import Project Information

Export Project Plan Data into Excel

Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Enter Task Progress

Enter Overtime Work

Split a Task

Reschedule a Task

Filter Tasks

Set an Interim Plan

Create a Custom Table

Create a Custom Report

Lesson 3: Managing Project Costs

Update Cost Rate Tables

Group Costs

Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

Create a Visual Report

Customize a Visual Report

Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

Create a Project Plan Template

Create a Custom View

Make Custom Views Available to Other Project Plans

Share Resources

Create a Master Project