

# Project 2007 Introduction Day 2

**Duration:** 1 Day

## Course Overview:

This is the second day of our two-day course designed to introduce students to project planning and management using Microsoft Office Project 2007. Building on the skills learned in the first day, this course focuses on tracking and evaluating the progress of a project and making the necessary adjustments in time, resources, and costs. Exercises include how to exchange project data with other applications, update tasks, create custom tables and reports, and manage project costs. Students also learn how to share resources and custom views with other projects and to consolidate separate projects into a master project file.

## Students Learn How To:

- Exchange project plan data with other applications
- Update a project plan
- Manage project costs
- Report project data visually
- Reuse project plan information

**Who Should Attend:** Anyone with a basic understanding of project management concepts, who would like to use Microsoft Project as a tool to create and manage project plans. Managers and PC Coordinators who will be supporting staff using Microsoft Office Project 2007.

**Prerequisites:** Windows 2000 or XP Introduction and Project 2007 Day 1 or equivalent knowledge.

## Course Outline:

### Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

### 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

### Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

### Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

### 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