

## Microsoft Office Project 2003 (Intermediate)

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft Project 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for participants who need to know how to use Microsoft Project 2003 including using templates, assigning resources and creating reports.

**Prerequisites:** This course assumes a basic knowledge of Microsoft Project 2003 equivalent to the topics covered in Microsoft Office Project 2003 (Introduction) course. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

**Products Covered:**  
Microsoft Office Project 2003

**Further Training:**  
Microsoft Office Project 2003 (Advanced)

### Course Description

This one day, instructor-led course teaches you to use basic features of Microsoft Project 2003 including using templates, assigning resources and creating reports.

### Objectives

At the completion of this course, participants will be able to:

- Create and view templates
- Work with resources calendar
- Identify resource conflicts
- View, link and manage tasks
- Create reports

### Topics Covered

#### Advanced File Tasks

Performing Basic Tasks With My Computer  
Using The My Places Toolbar

#### Saving Files

Using File Formats And Properties 20  
Using Auto Save  
Setting Save Options

#### Using Templates

Creating A Template  
Accessing A Custom Template  
Using And Saving Template Previews

#### Viewing Your Files

Opening and Arranging A New Window  
Hiding Or Unhiding A Window  
Splitting A Window

#### Advanced Views

Using Multiple Views  
Sorting Information  
Using Filters And Autofilter

#### Resource Basics

Creating A Resource List  
Assigning Work And Material To A Resource  
Using The Resource Information Dialog

#### Editing Resources

Modifying A Resource's Calendar  
Editing Working Time  
Grouping and Removing Resources

#### Resources And Tasks

Assigning A Resource To A Task (Gantt View, Task Information and Tools Menu)  
Removing Or Replacing A Resource

#### Resource Views

Using The Resource Sheet View  
Using The Resource Graph View  
Using The Resource Usage View

#### Resource Conflicts

Identifying Resource Conflicts  
Using The Resource Management Toolbar  
Reassigning Resources  
Scheduling Overtime

#### Viewing Tasks

Using The Task Entry View  
Using The Task Usage View  
Using The Tracking Gantt View  
About Task Indicators

#### Linking Tasks

Link Types  
Linking Tasks Within A Project  
Unlinking Tasks Within A Project  
Linking Tasks Across Projects  
Unlinking Tasks Across Projects  
Using Lag Time And Lead Time  
Splitting A Task

#### Completing Tasks

Entering Task Completion As A Percentage  
Entering Time Per Resource  
Setting Contours  
Contour Indicators

#### Variances

Using The Variance Table  
Using The Work Table  
Using The Cost Table  
Viewing Project Statistics

#### Creating Reports

Using The Reports Dialog Box  
Creating A Pre-Defined Report  
Creating A Custom Report  
Using The Project Guide To Print A Report

#### Using The Organizer

Opening The Organizer  
Copying Elements  
Renaming Elements  
Deleting Elements