

Microsoft Office Project 2007 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Certified instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: 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.

Completion of Microsoft Office Project 2007 (Intermediate) is recommended, but not compulsory. Participants are however expected to be familiar with the concepts covered.

Products Covered:
Microsoft Office Project 2007

Further Training:
Microsoft Project 2007 Expert

Course Description

This one-day, instructor-led course is an in depth look at scheduling projects using Microsoft Project 2007. It covers all of the essential information required to create a complex project schedule. Using a hands-on approach, learners will become proficient in the Project process from costing and resources through to working with multiple projects.

Audience

This course is intended for people who need to know how to manage projects using Microsoft Project 2007 and have some existing knowledge of the application.

Objectives

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

- Edit and format Gantt charts
- Breakdown projects and costs
- Track progress and work with multiple projects

Topics Covered

Using Advanced Views

Using the Gantt Chart Views
Using the Network Diagram
Adjusting Time Scales
Changing Your Font

Formatting the Gantt Chart

Formatting Individual Bars & Categories
Adding Text to Bars
Adding Text Boxes to a Chart

Customizing How Project Looks

Adding and Customizing Menus
Showing and Hiding Toolbars
Customizing and Cresting Toolbars

Setting Project's Options

Changing the Calendar or Date Format
Changing Your User Name and Undo
Setting Time Units
Enabling AutoSave
Setting Calculation and Security Options
The Interface Tab and Scheduling

Tasks

Setting Fixed Duration Tasks
Modifying Fixed Tasks
Adding a Hyperlink to a Task
Using the Tracking Toolbar

Project Costs

Setting Currency Options
Entering Costs
Using Cost Rate Tables
About Fixed Costs and Cost Resources
Viewing and Updating Costs

The Work Breakdown

Structure Code
Understanding the WBS Code
Assigning a WBS Code to a Task
Viewing the WBS Code of a Project
Customizing the WBS Code

Importing and Exporting Files

Importing a File
Exporting a File
Using Custom Maps
Exporting a Gantt Chart

Finishing Your Project

Using the Drawing Toolbar
Drawing Two Dimensional Shapes
Drawing Lines, Polygons and Arrows

Editing a Drawing

Changing the Order of Shapes
Modifying Drawing Properties
Cycling the Fill Color

Attaching a Drawing to a Task

Updating and Filtering Your Project

Updating Tasks and the Project
Updating the Project
Applying Custom Filters

Creating Progress Lines

Displaying/Interpreting the Progress Line
Editing or Removing Progress Lines
Formatting a Progress Line

Tracking Progress

Using the Project Guide
About Status Indicators
Tracking Overdue Tasks with Filters
Tracking Completed Tasks
Tracking Tasks by Grouping

Versions of Microsoft Project

Project 2007 Standard
Project 2007 Professional
Project Server 2007

Working with Resource Pools

Starting a Resource Pool
Linking a Project to the Pool
Creating a Resource Pool from Multiple Projects
Unlinking a Project from a Resource Pool
Updating a Resource Pool

Working with Multiple Projects

Types of Multiple Projects
Inserting and Removing Sub Projects
Consolidating Projects
Viewing a Master Project's Critical Path
Saving Baselines
Viewing Information for Inserted Projects