

# Microsoft® Office Project 2007: Level 2

## Course Specifications

Course number: 084775

Software: Microsoft Office Project Professional 2007

Course length: 1.0 day(s)

## Course Description

Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. 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.

**Course Objective:** You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**Target Student:** This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

**Prerequisites:** Students enrolling in this class should have:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2007: Level 1.

The following Element K courses would be helpful, but are not required: Project Management Fundamentals, Harvard Manage Mentor Project Management (online course), Project Management Fundamentals Part 1 and 2 (online course).

Knowledge of Microsoft Office 2007 applications would also be helpful.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- exchange project plan data with other applications.
- update a project plan.
- manage project costs.
- report project data visually.
- reuse project plan information.

## **Course Content**

### **Lesson 1: Exchanging Project Plan Data with Other Applications**

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Data into Excel

Topic 1C: Copy a Picture of the Project Plan Information

### **Lesson 2: Updating a Project Plan**

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Split a Task

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Report

### **Lesson 3: Managing Project Costs**

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

### **Lesson 4: Reporting Project Data Visually**

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

### **Lesson 5: Reusing Project Plan Information**

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to Other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project