

Microsoft Project 2007 Intermediate

Course Length – 1 Day

PDU's – 6.5

Course Description: This one-day course will build upon the basic skills students learned in the Microsoft Project 2007 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects.

Method of teaching: *Students will use Microsoft Project 2007 Professional to work through example modules and create their own project plan.*

Course Objectives:

- Import/Export Project Plan Data with other Software Programs
- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter a Task in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Document to Tasks
- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report
- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan