



Microsoft Project 2003 - Advanced

One Day Course

Course Description:

This Instructor-Led Training (ILT) Series title is the perfect companion to the Microsoft Project 2003 Basic Course and is a good selection for those who have been using Microsoft Project 2003 and want to learn its more advanced functionality so that they maximise their usage of this valuable tool.

Course Aims:

- Learn how to effectively track, monitor and adjust projects that are running
- Become a Proficient Project Manager by managing multiple projects
- Create Efficient and Cost-Effective Projects
- Produce meaningful views and reports of your projects

Who should attend:

Anyone who works with Projects.

Duration:

One Day, (8 hours)
Time: 08:30 – 17:00 (1 hour lunch)

Language:

Material in English
Instruction language based on audience.

Location:

NetU Education Centre
1 Mikinon & Mnasiadou Street,
2nd Floor, Office 202
Nicosia.

Summarised Course Syllabus:

Day 1:

Tracking Project Work

Managing a Project
Save a Baseline and an Interim Plan
Update Percentage of Tasks Completed
Use the Earned Value Table
View Task Progress in Gantt Chart
View Progress in Network Diagram

Analysing and Adjusting the Plan

Analyze the Project by viewing the Project Status, Statistics, Slippage and Slack in the Schedule
Rescheduling Tasks

Formatting and Reporting

Format a Project File by Modifying Bar Styles and Timescale
Use the Drawing Toolbar
Printing Views and Reports
Create a Custom Report and Crosstab Report

Customising the Project Environment

Create a Custom Network Diagram View
Create a Combination View
Create and run Macros to automate Tasks
Create a Toolbar and a Menu
Create a Custom Table

Managing Multiple Projects

Consolidating and sharing projects
Link Tasks across Projects
Sharing Project Elements Globally
Sharing Resources across Projects

Project Communications

Communicating among a Project Team
Exporting Project Data to the Web
Working with Hyperlinks
Saving Projects to Microsoft Project 98

Exchanging Project Data

Import from Excel
Import from Access
Export to Excel
Export to Access
Copy project data to Microsoft Word
Copy project data to Microsoft Excel