

Microsoft Office Project 2007 L2

<u>Course Introduction</u>	5m
Course Introduction	
<u>Lesson 01 - Exchanging Project Plan Data with Other Applications</u>	22m
Exchanging Project Plan Data with Other Applications	
Import Project Information	
How to Import Project Information	
Demo - Importing a Task List	
Demo - Custom Import Map	
Export Project Plan Data into Excel	
Demo - Export Project Plan Data	
The Copy Picture Dialog Box	
Demo - Copy Picture Dialog Box	
Review	
<u>Lesson 02 - Updating a Project Plan</u>	47m
Updating a Project Plan	
Enter Task Progress	
The Tracking Gantt Chart	
Demo - Update Task	
Enter Overtime Work	
Demo - Overtime	
Split Task	
Demo - Split Task	
Reschedule a Task	
Demo - Reschedule a Task	
Filter Tasks	
Demo - Filter Tasks	
Set an Interim Plan	
Demo - Set an Interim Plan	
The More Tables Dialog Box	
Demo - Custom Table	
The Custom Reports Dialog Box	
Demo - Custom Reports	
Review	
<u>Lesson 03 - Managing Project Costs</u>	24m
Managing Project Costs	
Cost Rate Tables	
Demo - Cost Rate Tables	
Groups	
The Group Definition Dialog Box	
Demo - Group Costs	
Link Documents to a Project Plan	
Demo - Link Documents to a Project Plan	
Review	
<u>Lesson 04 - Reporting Project Data Visually</u>	31m
Reporting Project Data Visually	
The Visual Report - Create Report Dialog Box	
Visual Report Template	

Demo - Visual Reports
The PivotTable Field List Pane
Demo - Custom Visual Reports
The Visual Reports - New Templates Dialog Box
Demo - Create Visual Report Template
Review

Lesson 05 - Reusing Project Plan Information

41m

Reusing Project Plan Information
Project Templates
Demo - Create Templates
The Define New View Dialog Box
Demo - Custom View
The Organizer
Demo - The Organizer
Resource Pool
Sharer Project
Demo - Sharing Resources
Master Projects
WBS Code
Demo - Master Project
Review
Course Closure

Total Duration: 2h 49m