

MS Project 2003 Module 2

Duration: 1 Day Using Watsonia manual WPP552

- Outcome:** At the completion of this course participants will be able to:
- work with the various views and create custom views
 - work with the various table and filter techniques
 - use, create and modify project templates
 - export data from Project to other applications
 - work with the predefined reports and create new custom reports
 - create Web pages based on Project data
 - work with multiple project files simultaneously and create workspaces
 - work with linked projects
 - work with shared resources where more than one project uses the same resource pool
 - successfully break large project files down into more manageable chunks
 - send and route project files to other members of a network workgroup
 - create and use macros in Project.

Prerequisites This course is designed for participants with a good understanding of creating and working with projects using Microsoft Project.

- Content:**
- **Project Views**
 1. Working With Views
 2. Combination Views
 3. Creating Your Own Views
 4. Creating A Combination View
 5. Placing Views On The Menu
 6. Sharing New Views With Other Projects
 - **More Tables & Filters**
 1. Overview Of Tables And Filters
 2. Understanding Tables
 3. Creating A New Table
 4. Using The New Table
 5. A Clayton's Table
 6. Exploring Filters
 7. Creating A Custom Filter
 - **Templates**
 1. Templates Overview
 2. Examining Existing Templates
 3. Creating A New Template
 4. Using A Template
 5. Modifying A Template
 6. Changing The Global Template
 7. Removing Items From The Global Template
 8. Copying Items Between Projects

- **Other Applications**
 1. Exporting Overview
 2. Copying To Microsoft Word
 3. Copying To Microsoft Excel
 4. Linking To Microsoft Excel
 5. Exporting To Microsoft Excel
 6. Exporting To A Microsoft Excel Pivot Table
 7. Exporting To Microsoft Access
 8. Appending More Information
- **Reporting Techniques**
 1. Reporting Techniques Overview
 2. Inserting Page Breaks
 3. Removing Page Breaks
 4. Using Predefined Reports
 5. Modifying A Predefined Report
 6. Crosstabulation Reports
 7. Dissecting A Crosstabulation
 8. Creating A Crosstabulation Report
 9. Sharing Custom Reports
- **Project On The Web**
 1. Overview Of Project On The Web
 2. Saving To HTML
 3. Viewing An HTML File
 4. Saving To An HTML Template
 5. Copying A Picture
 6. Saving To HTML With A Picture
- **Multiple Files**
 1. Multiple Files Overview
 2. Working With Multiple Files
 3. Creating A Workspace
 4. Using A Workspace File
 5. Hiding Files
 6. Unhiding Files
- **Linked Projects**
 1. Linked Projects Overview
 2. Combining Multiple Projects
 3. Using A Combined Project
 4. Changing Data In A Combined Project
 5. Saving A Combined Project
 6. Opening A Combined Project
 7. Inserting Projects
 8. Breaking Project Links
 9. Creating A Read-Only Sub- Project
 10. Inserting Task Links
- **Shared Resources**
 1. Shared Resources Overview
 2. Creating A Common Resource Pool
 3. Linking To An External Resource Pool
 4. Assigning Resources From A Pool File

5. Working With Shared Resources
 6. Checking For Links
 7. Managing Shared Resource Files
 8. Creating A Resource Workspace
- **Downsizing A Project**
 1. Downsizing Overview
 2. Examining The Large Project
 3. Creating Smaller Projects
 4. Creating A Master Project
 5. Aligning The Projects
 - **Project In A Workgroup**
 1. Sharing Your Projects
 2. Sending A Project
 3. Creating A Routing Slip
 4. Sending With A Routing Slip
 5. Receiving A Routed Project
 6. Receiving Feedback
 - **Project VBA**
 1. Project VBA Overview
 2. Using Existing Macros
 3. Examining The Macro Code
 4. Recording Your Own Macro
 5. Using The Visual Basic Toolbar
 6. Running Your Macro
 7. Changing Your Macro
 8. Sharing The Macro With Other Projects