

## Microsoft Project 2007 Level 2

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| <b>General Description</b>    | This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2007 effectively.  |
| <b>Learning Outcomes</b>      | At the completion of this courseware participants will be able to: <ul style="list-style-type: none"><li>• level overallocated resources in a project</li><li>• enter a wide range of costs into a project</li><li>• assign materials to tasks</li><li>• monitor and track a project</li><li>• work with the predefined reports and create new custom reports</li><li>• set constraints and deadlines in a project</li><li>• work with the various views and create custom views</li><li>• work with the various table and filter techniques</li><li>• use, create and modify project templates.</li></ul> |
| <b>Target Audience</b>        | This course is designed for participants who wish to learn how to schedule projects using Microsoft Project 2007. It covers all of the essential information required to create a reasonably complex project schedule.   |
| <b>Prerequisites</b>          | This course is designed for participants with little or no knowledge of the software.  |
| <b>Pages</b>                  | 9 chapters, 168 pages, and 24,626 words!   |
| <b>Approx* Duration</b>       | 60 exercises. Anticipated duration* of 10.0 hours. Course files can be downloaded from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .  |
| <b>Methodology</b>            | A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.  |
| <b>Companion Publications</b> | Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> for more details.  |

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, April 13, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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## Contents

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### 1. Resource Levelling

1. Resource Levelling Overview
2. Creating Resource Chaos
3. Tracking Down Overallocations
4. Fix 1: Changing Work Effort
5. Fix 2: Assigning Overtime
6. Fix 3: Hiring Contract Labour
7. Fix 4: Switching Work Assignments
8. Fix 5: Rescheduling Tasks
9. Resource Levelling Quick Reference

### 2. Costs

1. Costing Overview
2. Reviewing The Current Cost Status
3. Variable Resource Costs
4. Assigning Daily Costs For Equipment Hire
5. Assigning Fixed Costs To A Resource
6. Assigning Fixed Costs To A Task
7. Assigning Material Costs
8. Using Multiple Cost Tables
9. Changing Resources Rates During A Project
10. Viewing Project Costs
11. Costs Quick Reference

### 3. Assigning Materials

1. Overview Of Assigning Materials
2. Assigning Fixed Material Consumption
3. Contouring Materials Usage
4. Adding More Material Resources
5. Assigning Variable Usage Materials
6. Adding To A Material Assignment
7. Checking Material Quantities
8. Assigning Materials Quick Reference

### 4. Project Monitoring

1. Overview Of Project Monitoring

2. Creating A Baseline
3. Getting Microsoft Project To Update Progress
4. Manually Updating Task Progress
5. Entering Delayed Tasks
6. Tracking Actuals On A Gantt Chart
7. Using The Tracking Box
8. Viewing Task Slippage
9. Project Monitoring Quick Reference

### 5. 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
10. Reporting Techniques Quick Reference

### 6. Constraints & Deadlines

1. Overview Of Constraints & Deadlines
2. Reviewing Our Project
3. Adding A Constraint
4. Using Elapsed Time To Resolve Conflicts
5. Creating A Deadline
6. Constraints & Deadlines Quick Reference

### 7. 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
7. Project Views Quick Reference

### 8. 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
8. More Tables & Filters Quick Reference

### 9. 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
9. Templates Quick Reference.

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