

Microsoft Project 2007 Level 3

General Description	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2007 effectively.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• 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• export data from Project to other applications• create and use macros in Project.
Target Audience	This course is intended for people who wish to improve their knowledge to obtain essential information required to create complex project schedules.
Prerequisites	This course is designed for participants with little or no knowledge of the software.
Pages	6 chapters, 100 pages, and 13,647 words!
Approx* Duration	37 exercises. Anticipated duration* of 6.2 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	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.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com 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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