

Microsoft Project 2007 Advanced – 1 Day

The advanced Project 2007 course is designed for people who need a greater level of understanding about Project 2007.

The course looks at working with single projects to a greater depth than the previous courses, or with multiple projects running simultaneously. The concept of resource pools is also introduced.

In this course the following areas will be covered, we can also teach this content in either Project XP or 2003

Section One: Customizing Project

Using Advanced Views
Formatting the Gantt Chart
Customizing How Project Looks
Setting Project's Options

Section Two: Advanced Topics

Tasks
Project Costs
The WBS Code
Importing and Exporting Files

Section Three: Finishing Your Project

Adding a Drawing
Editing a Drawing
Updating and Filtering Your Project
Creating Progress Lines
Tracking Progress

Section Four: Working with Multiple Projects

Versions of Microsoft Project
Working with Resource Pools
Working with Multiple Projects I
Working with Multiple Projects II



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