



Microsoft Project 2007

Module 2

Course Outline

General Description	This course aims to increase your productivity by providing the skills and knowledge to use some of the more advanced features of Microsoft Project 2007 effectively. This includes custom views, filter techniques, templates, exporting data, multiple projects and linked projects.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • 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 • create and use macros in Project.
Target Audience	This course is intended for people who have used or are using Microsoft Project and wish to improve their knowledge and skills in the use of the software.
Pre-requisites	This course is designed for participants with prior experience in using the software.
Pages	11 chapters, 184 pages, and 24,199 words!
Approx* Duration	67 exercises. Anticipated duration* of 14 hours self study or 1 day class led.
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.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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