

# Project 2003 Level 2 Managing a project

## 1 day course

### Overview

Microsoft Project 2003 Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003 Level 1, you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.

### Prerequisites

Students enrolling in this class should have An understanding of project management concepts. Knowledge of a Windows operating system. Microsoft Project 2003 Level 1 Creating a project.

### Benefits

You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

### Target student

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

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## Course Content:

### Exchanging Project Plan Data with Other Applications

- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

### Updating a Project Plan

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

### Creating Custom Reports

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

### Re-using Project Plan Information

- Create a Project Plan Template
  - Create a Custom Combination View
  - Make Custom Views Available to Other Project Plans
  - Share Resources
  - Create a Master Project Plan
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