

➤ PM007B – Advanced Microsoft Project® 2007 (1 Day)

### Course Description

This course develops your skills in Microsoft Project® 2007 to a higher level. This course will build upon your prior knowledge and experience and gives you the opportunity to work with a project Schedule once it has entered the project implementation phase. You will update project Schedules, create custom reports, and reuse project Schedule information.

*Take your  
Scheduling  
Skills to the  
next level of  
proficiency!*

This course is designed for individuals who have an understanding of project management concepts, who are responsible for creating and modifying project Schedules, and who have a basic understanding of Microsoft Project® and would like to further develop their skills with the tool.

### Course Objectives

In this course you will learn the following skills through hands on practice:

#### Tracking a Project Schedule

- Enter Task Progress Information
- View Task Progress
- Reschedule a Task
- Filter Tasks in a Project Schedule
- Save an Interim Project Schedule
- Make changes to a Schedule
- Re-Baseline a Project Schedule
- Tracking Project Progress

#### Create a Custom Report

- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks
- Create a Custom Report
- Modify a Header and Footer
- Add a Picture to a Report
- Modify a Report's Margins
- Print a Custom Report

#### Re-Using Schedule Information

- Create a Schedule Template
- Create a Combination View
- Make Custom Views Available
- Share Resources
- Create a Master Project Schedule

#### Other Features

- Setting up Earned Value
- Adding and tracking costs
- Traffic Lighting Reporting