

Course Syllabus: Microsoft Project 2003 Advanced

Update and View Project Progress

Updating Tasks
Updating Resources
Updating Costs
Checking Duration Variance
Checking Work Variance
Checking Cost Variance
Viewing Project Statistics
Checking Earned Value
Identify and Fix Project Trouble Spots

Balancing Project Progress

Identifying Resource Overallocation
Balancing Resources Automatically
Balancing Resources Manually
Reassigning Work to Another Resource
Scheduling Resource Overtime

Working with Reports

Choosing a Report
Using Report Details
Defining Report Contents
Sorting a Report
Adding Page Elements to a Report
Saving a Project as a Web Page

Working with Multiple Projects

Consolidating Projects
Consolidating Projects in a New Window
Creating Links Between Projects
Sharing a Resource Pool
Viewing Multiple Project Critical Paths
Viewing Inserted Project Statistics
Saving a Workspace
Adding Columns to Consolidated Projects
Saving Consolidated Project Baselines

Customizing the Project

Changing Bar Styles
Creating Custom Groups
Creating Custom Filters
Creating Custom Tables
Creating Custom Forms
Creating a Custom Report
Creating a Custom View
Using the Organizer
Add Hyperlinks to Tasks and Resources