NORTHWEST
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Microsoft Project Level II
Course Outline
1 Day 9:00 a.m. – 4:00 p.m.

Learn more about using Microsoft Project to manage projects. Learn to import data from Excel and export Project data to Excel. Learn to integrate Outlook Tasks with a project plan. Learn to copy a picture of the Project Plan information suitable for sending via email. Learn to update the project plane by editing tasks, rescheduling tasks, and setting interim plans. Learn to create custom fields and views. Learn to generate custom reports and create project templates.

Module 1 – Sharing Project Data with Other Applications

- Import Project Information from Excel
- Export Project Plan Cost Data to an Excel Workbook
- Integrating Outlook Tasks with a Project Plan
- Copy a Picture of the Project Plan Information

Module 2 – Updating the Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Field

Module 3 – Managing Project Costs

- Update Cost Rate Tables
- Specifying Resource Cost Changes
- Group Costs
- Link Documents to a Project Plan
- Adding Budget Values

Module 4 – Project Reports

- Creating Standard Reports
- Creating Visual Reports
- Customize a Visual Report
- Create a Visual Report Template
- Formatting the Gantt Chart
- Using the Project Timeline

Module 5 – Managing Multiple Projects

- Working with Resource Pools
- Understanding Master Projects
- Creating Master Projects
- Working in Subprojects

Module 6 – Reusing Project Plan Information

- Creating a Project Calendar
- Creating a Custom Project Template
- Creating and Sharing Custom Views
- Using the Organizer
- Understanding the Global Project Template