



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8113
Course Title: Microsoft Project, Level II
Course Hours: 7 Hours

Last Revised On: 6/30/08

Description:

This course will give students the opportunity to build upon the knowledge gained in the introductory course by actually working with a project plan once it has entered the project implementation phase. Book provided in class.

Objectives:

Upon successful completion of this course, students will be able to:

- Exchange project plan data with other applications.
- Update a project plan.
- Create custom reports.
- Re-use existing project plan information.

Content:

1. 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
2. Updating a Project Plan
 - 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
3. 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



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4. 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

Prerequisites:

Microsoft Project, Level I, or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of Skills: Yes