



Microsoft® Project (Level 3)

Description: Students will learn how to work with Project Files: work with files, use the organizer, save cube data, and compare projects. Advanced Topics: work with variances, advanced task operations, project costs, work breakdown structure code, add a graphical indicator. Formatting your Project: adding a shape, formatting a shape, formatting the Gantt Chart, Part One, and Formatting a Gantt Chart, Part Two. Creating Reports: create reports, create visual reports, create a network diagram, and create a calendar. Working with Multiple Projects: versions of Microsoft Project, Working with Resource Pools, Working with Multiple Projects, Part One, and Working with Multiple Projects, Part Two. Using Macros: record macros, more macro tasks, visual basic and macros, and advanced visual basic tasks.

Lesson 1: Working with Project Files

- Working with Files
- Using the Organizer
- Saving Cube Data
- Comparing Projects
- Case Study

Lesson 2: Advanced Topics

- Working with Variances
- Advanced Task Operations
- Project Cost
- The Work Breakdown Structure Code
- Adding a Graphical Indicator
- Case Study

Lesson 3: Formatting Your Project

- Adding a Shape
- Formatting the Gantt Chart, Part One
- Formatting the Gantt Chart, Part Two
- Case Study

Lesson 4: Creating Reports

- Creating Reports
- Creating Visual Reports
- Creating a Network Diagram
- Creating a Calendar
- Case Study

Lesson 5: Working with Multiple Projects

- Versions of Microsoft® Project
- Working with Resource Pools
- Working with Multiple Projects, Part One
- Working with Multiple Projects, Part Two
- Case Study

Lesson 6: Using Macros

- Recording Macros
- More Macro Task
- Visual Basic and Macros
- Advanced Visual Basic
- Task Case Study