

INTERMEDIATE PROJECT 2007

SECTION 1: File Tasks and Views

Lesson 1.1: Using My Computer within Project

Using the My Places Toolbar
Navigating with My Computer
Performing Basic Tasks
Changing Views

Lesson 1.2: Saving your Files

Using File Formats
Using File Properties
Using Auto Save
Setting Save Options

Lesson 1.3: Using Templates

Opening a Template
Creating a Template
Accessing a Custom Template
Using and Saving Template Previews

Lesson 1.4: Viewing your Files

Opening a New Window
Arranging Windows
Hiding or Unhiding a Window
Splitting a Window

Lesson 1.5: Advanced Views

Using Multiple Views
Viewing Tables
Sorting Information
Using Filters
Using AutoFilter

SECTION 2: Using Resources

Lesson 2.1: Resource Basics

The Work Units Duration Equation
Creating a Resource List
Assigning Work and Material to a Resource
Using the Resource Information Dialogue Box
Using the Project Guide Task Pane for Resources

Lesson 2.2: Editing Resources

Changing a Resource Calendar
Editing Working Time
Grouping Resources
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Lesson 2.3: Resources and Tasks

Assigning a Resource to a Task (Gantt View)
Assigning a Resource to a Task (Task Information Dialogue)
Using Task Usage View to Modify Resources
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Lesson 2.4: Resource Views

Resource Sheet View
Resource Graph View
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Lesson 2.5: Resource Conflicts

Determining when Resource Conflicts Exist
Using the Resource Management Toolbar
Reassigning Resources
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Lesson 2.6: Leveling Resources

Opening the Resource Leveling Dialogue
Leveling Calculations
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SECTION 3: Working with Tasks**Lesson 3.1: Viewing Tasks**

Using the Task Usage View
Using the Task Form View
Using the Task Entry View
Using the Task Name Form

Lesson 3.2: Working with Tasks

Task Indicators
Task Calendars
Using Change Highlighting
Using the Task Drivers Pane

Lesson 3.3: Linking Tasks

Link Types
Linking Tasks within a Project
Unlinking Tasks within a Project
Linking Tasks across Projects
Unlinking Cross-Project Tasks
Using Lag Time and Lead Time

Lesson 3.4: Editing Tasks

Updating Calculation Options
Splitting a Task
Overlapping Tasks
Delaying Tasks
Assigning Variable Units to a Task
Organizing Tasks into Phases

Lesson 3.5: Completing Tasks

Entering Task Completion
Updating Start and Finish Dates
Changing Task Duration
Changing Remaining Work

Lesson 3.6: Working with Variances

Using the Variance Table
Checking for Variances
Work Variances
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SECTION 4: Creating Reports

Lesson 4.1: Creating Reports

Using the Reports Dialogue Box
Creating a Pre-Defined Report
Creating a Custom Report

Lesson 4.2: Creating Visual Reports

Opening the Visual Reports Dialogue
Choosing a Report
Editing a Report
Creating a Template
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Lesson 4.3: Saving Cube Data

Choosing the OLAP Cube
Using the Field Picker
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Lesson 4.4: Using Other Reports

Using the Copy Picture Feature
Using the Copy Picture to Office Wizard
Creating a Report with the Project Guide
Creating a Report from a View with the Project Guide