

# Microsoft Project 2007 Level 2

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## Overview

The skills and knowledge acquired in Microsoft Project 2007 Level 2 are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Project 2007 Level 2 is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Project 2007 Level 2 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Project 2007 Level 2 you should be able to:

- Perform fixed work, fixed duration and fixed units scheduling
- Perform multiple project management, cost analysis and customisation
- Integrate Project 2007 with other Office applications
- Record and run Simple macros
- Import and export data

## Course Duration is 2 Days

## Course Code: J6M2

## Topics

### **Resolve overallocations using resource levelling and duration types**

Revision of introductory topics

Advanced techniques for resolving overallocations including re-scheduling tasks, resource levelling and Fixed Duration, Fixed Units and Fixed Work scheduling

### **Manage multiple projects**

- Working with Task calendars
- Multi-project management

### **Integrate MS Project with other Office applications**

Integration with other Office applications

### **Customise the MS Project interface**

Customisation of the Project XP interface including calculated fields

Record and run simple macros

### **Import and Export data to/from MS Project**

Importing/exporting data