



## Software Learning Centers

1645 SE. Port St. Lucie Blvd  
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## Microsoft Project 2000: Level 2

### Course specifications

Course number: 076 723

Software version number: 9.0

Course length: 1 day(s)

### Hardware/software required to run this course

In order to run this course, you will need:

A Pentium 75-megahertz or higher processor.

A minimum of 24 MB of RAM for Windows 95 or Windows 98. (For Windows 2000 or Windows NT Workstation 4.0 or later with Service Pack 3 or later, 40 MB of RAM; 64 MB of RAM recommended for Windows 2000.)

A minimum of 330 MB of available hard-disk space.

A CD-ROM drive.

A VGA or higher resolution monitor. (Super VGA is recommended.)

A Microsoft mouse, Microsoft IntelliMouse, or compatible pointing device.

Windows 95, Windows 98, Windows 2000, or Windows NT 4.0.

A custom installation of Microsoft Project 2000.

A custom installation of Microsoft Office 2000, if you're completing the optional tasks in Lesson 6.

See your reference manual for hardware considerations that apply to your specific hardware setup.

### Course description

**Overview:** Students will learn how to use Microsoft Project 2000 to manage a project. This course meets the Microsoft Proficiency Guidelines for Microsoft Project 2000 at the Expert level.

**Prerequisites:** *Microsoft Project 2000: Level 1*, or equivalent knowledge.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

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**Benefits:** Students will learn how to track and modify a project that is in progress.

**Target student:** Students enrolling in this course should have completed the *Microsoft Project 2000: Level 1* course and be familiar with project management terminology such as Gantt Chart, task, critical path, and resource.

**What's next:** *Microsoft Project 2000: Level 2* is the second course in this series. *Microsoft Project 2000: Advanced*, the last course in this series, teaches students advanced features of Microsoft Project 2000, including working with Project Central. Students who want to learn advanced features can take *Microsoft Project 2000: Advanced*.

## Microsoft Project 2000: Level 2

### Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Create a baseline plan.
- \* Track an active project.
- \* Manage tasks that will occur in the future.
- \* Work with resource needs.
- \* Customize Microsoft Project.
- \* Work with data in other applications.
- \* Work with a resource pool and subprojects and master projects.

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**New features covered in this series**

Below is a table listing the new software features that are covered in ZD Education courseware:

<b>New Feature</b>	<b>Introduction (076 722)</b>	<b>Intermediate (076 723)</b>	<b>Advanced (0## ###)</b>
Adaptive menus	X	X	X
Add material resources	X		
Use month as a duration unit	X		
Use variable row height	X		
Use Fill Handle feature	X		
Enter an estimated duration for a task	X		
Use Network Diagram view	X	X	
Clear a baseline plan		X	
Set AutoSave feature		X	
Specify the default directory for project files		X	
Set priorities for tasks		X	
Contour the availability of resources		X	

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## **Microsoft Project 2000: Level 2**

### **Course content**

#### **Lesson 1: Setting the Plan**

Creating a Baseline Plan

Task 1A-1: Viewing summary information statistics

Task 1A-2: Saving a baseline plan

Task 1A-3: Viewing baseline statistics

Previewing a Baseline Report

Task 1B-1: Previewing a baseline report

Clearing a Baseline

Task 1C-1: Clearing a baseline plan

#### **Lesson 2: Tracking Project Progress**

Modifying the Environment for Tracking

Task 2A-1: Applying the Tracking Gantt Chart

Task 2A-2: Changing the current date

Entering Data for Completed Tasks

Task 2B-1: Tracking a single task that started and finished on schedule

Task 2B-2: Tracking multiple tasks that started and finished on schedule

Task 2B-3: Tracking tasks that finished late

Entering Actual Data for Tasks in Progress

Task 2C-1: Tracking tasks that are currently in progress

Task 2C-2: Entering a percent complete for unfinished tasks

Task 2C-3: Rescheduling uncompleted work

Task 2C-3: Viewing progress in the Network Diagram

#### **Lesson 3: Adjusting the Schedule**

Adjusting the Schedule of Future Tasks

Task 3A-1: Changing task duration

Task 3A-2: Changing task constraints

Task 3A-3: Using the Detail Gantt view

Setting and Displaying an Interim Plan

Task 3B-1: Creating an interim-plan table

Task 3B-2: Setting an interim plan

Task 3B-3: Copying the Tracking Gantt Chart

Task 3B-4: Customizing the Interim Tracking Gantt

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### **Lesson 4: Adjusting Resource Schedules**

#### Work-Hour Considerations

- Task 4A-1: Managing resource-driven scheduling
- Task 4A-2: Delaying resource work
- Task 4A-3: Managing tasks with a fixed duration
- Task 4A-4: Using percentages for resource allocations
- Task 4A-5: Assigning overtime and recording overtime pay

#### Customizing Resource Reports

- Task 4B-1: Observing the Who Does What When report
- Task 4B-2: Customizing a report

### **Lesson 5: Customizing the Microsoft Project Environment**

#### Working with Views

- Task 5A-1: Customizing the Network Diagram
- Task 5A-2: Creating a table view
- Task 5A-3: Creating a combination view

#### Working with Toolbars and Macros

- Task 5B-1: Showing and hiding toolbars
- Task 5B-2: Creating a macro
- Task 5B-3: Assigning a macro to a toolbar
- Task 5B-4: Resetting a toolbar

#### Working with Global Settings

- Task 5C-1: Creating a global view and global calendar
- Task 5C-2: Deleting objects

#### Using the Options Dialog Box

- Task 5D-1: Changing default settings

### **Lesson 6: Working with Data in Other Applications**

#### Importing Data

- Task 6A-1: Importing resource information from Microsoft Excel
- Task 6A-2: Viewing the imported data

#### Exporting Data

- Task 6B-1: Exporting project information to Microsoft Excel
- Optional Task 6B-2: Viewing the exported data

#### Copying Data Into Other Office Applications

- Optional Task 6C-1: Copying and pasting a Gantt Chart into a Microsoft Word document

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Optional Task 6C-2: Copying and pasting sheet information into a Microsoft Excel spreadsheet

### **Lesson 7: Working with Resource Pools and Consolidated Projects**

#### Working with a Resource Pool

Task 7A-1: Opening a resource pool

Task 7A-2: Linking a project to a resource pool

Task 7A-3: Updating the resource pool

#### Working with Subprojects and Master Projects

Task 7B-1: Determining when to use a subproject

Task 7B-2: Linking a subproject to a master project

Task 7B-3: Linking tasks in a master project

Task 7B-4: Adding a task to a master project

Task 7B-5: Assigning resources

Task 7B-6: Setting baselines for a master project

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