



MONROE BUSINESS ASSOCIATES PROJECT LEVEL 2 (6 hours)

Who should attend?

Individuals attending this course should be familiar with the Windows operating system and have used Project for before and are familiar with the material covered in Level 1.

Prerequisites:

A working knowledge of the skills outlined within *Introduction for Project* is required. An Intermediate Level of Excel would be helpful.

Course Outline:

- **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
- **Updating a Project Plan**
 - Enter Task Progress Information
 - View Task Progress
 - Split a Task
 - Reschedule a Task
 - Filter Tasks in a Project Plan
 - Save an Interim Project Plan
 - Create a Custom Table
- **Creating Custom Reports**
 - Create
 - Modify a Custom Reports Header and Footer
 - Add a picture to a report
 - Print a Report
- **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