



PROJECT 2007 - TRACKING & REPORTING
TRAINING OUTLINE
8 HOURS

I. TRACKING PROJECT WORK

- Managing a project
- Updating the progress of tasks
- Observing project progress

II. ANALYZING AND ADJUSTING THE PLAN

- Analyzing the plan
- Rescheduling task

III. FORMATTING AND REPORTING

- Formatting a project file
- Using drawing tools
- Printing views and reports
- Customizing reports
- Visual reports

IV. CUSTOMIZING THE PROJECT ENVIRONMENT

- Creating custom views
- Creating macros
- Creating a toolbar and a menu
- Creating a custom table

V. MANAGING MULTIPLE PROJECTS

- Consolidating and sharing projects
- Sharing resources across projects

VI. PROJECT COMMUNICATIONS

- Communicating among a project team
- Working with hyperlinks

VII. EXCHANGING PROJECT DATA

- Importing data
- Exporting data
- Copying data