

# Project 2002 – Level 2 Outline

PROJECT 2002 LEVEL 2 – INTRODUCTION  
COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN PROJECT 2002?

## LESSON 1 - UPDATING & TRACKING PROJECTS

- 1.1 UPDATING TASK PROGRESS
- 1.2 UPDATING WORK PERFORMED
- 1.3 MANUALLY UPDATING COSTS
- 1.4 RESCHEDULING UNCOMPLETED TASKS
- 1.5 FILTERING TASKS
- 1.6 DISPLAYING VARIANCES
- 1.7 VIEW PROGRESS LINES

LESSON SUMMARY – UPDATING AND TRACKING PROJECTS

LAB 1 – ON YOUR OWN

## LESSON 2 - WORKING WITH DATA FROM OTHER APPLICATIONS

- 2.1 COPYING AND PASTING TO OTHER APPLICATIONS
- 2.2 IMPORTING A TASK LIST
- 2.3 CREATING AN IMPORT MAP
- 2.4 EXPORTING PROJECT DATA
- 2.5 USING THE COPY PICTURE COMMAND
- 2.6 EXPORTING TO A WEB PAGE

LESSON SUMMARY – WORKING WITH DATA FROM OTHER APPLICATIONS

LAB 2 – ON YOUR OWN

## LESSON 3 - WORKING WITH REPORTS

- 3.1 VIEWING STANDARD REPORTS
- 3.2 CREATING CUSTOM REPORTS
- 3.3 MODIFYING A HEADER AND A FOOTER
- 3.4 INSERTING A GRAPHIC INTO A REPORT
- 3.5 CREATING CROSSTAB REPORTS
- 3.6 ADJUSTING REPORT MARGINS
- 3.7 PRINTING A REPORT

LESSON SUMMARY – WORKING WITH REPORTS

LAB 3 – ON YOUR OWN

## LESSON 4 - MANAGING MULTIPLE PROJECTS

- 4.1 CREATING A RESOURCE POOL
- 4.2 LINKING PROJECTS TO A RESOURCE POOL
- 4.3 UPDATING RESOURCE POOL INFORMATION
- 4.4 CONSOLIDATING PROJECTS

- 4.5 LINKING TASKS BETWEEN PROJECTS
  - 4.6 SHARING ELEMENTS BETWEEN PROJECTS
  - 4.7 SAVING A WORKSPACE
  - 4.8 CREATING A PROJECT PLAN TEMPLATE
- LESSON SUMMARY – MANAGING MULTIPLE PROJECTS  
LAB 4 – ON YOUR OWN

LESSON 5 - FORMATTING A PROJECT FILE

- 5.1 CHANGING BAR STYLES
  - 5.2 FORMATTING TIMESCALES
  - 5.3 CREATING CUSTOM FIELDS
  - 5.4 CREATING CUSTOM TABLES
  - 5.5 CREATING CUSTOM VIEWS
  - 5.6 CREATING CUSTOM GROUPS
  - 5.7 USING DRAWING TOOLS
  - 5.8 CREATING A MACRO
  - 5.9 RUNNING A MACRO
- LESSON SUMMARY – FORMATTING A PROJECT FILE  
LAB 5 – ON YOUR OWN

LESSON 6 - PROJECT COMMUNICATIONS

- 6.1 SETTING UP E-MAIL COLLABORATION
  - 6.2 PUBLISHING TASK ASSIGNMENTS
  - 6.3 SENDING A PROJECT NOTE TO RESOURCES
  - 6.4 REQUESTING PROGRESS INFORMATION
  - 6.5 USING THE PROJECT SERVER
  - 6.6 USING HYPERLINKS
- LESSON SUMMARY – ADJUSTING IMAGES  
LAB 6 – ON YOUR OWN