

### **What's in *Project 2007: Advanced + CertBlaster, Instructor Guide*:**

This ILT Series course builds on the concepts and skills taught in Project 2007: Basic. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Student will also learn how to communicate project information by using Project Server 2007 and how to integrate Project with Excel, Access, and Word. Comes with a companion CBT program.

### **Objectives**

- Save a baseline plan; update the percentage of tasks completed, actual start and finish dates, in-progress tasks, and actual work; save an interim plan; display the Earned Value table to monitor the actual and estimated costs of tasks; and view task progress in Network Diagram view.
- Analyze a project by viewing its statistics, slippage, and slack in the schedule and reschedule a project by splitting tasks, delaying resource work, and assigning overtime.
- Format a project file by modifying bar styles and timescales, use the Drawing toolbar to enhance Gantt chart information, print current views and reports, and create a custom report and a Crosstab report.
- Create a custom Network Diagram view and a combination view, create and run a macro to automate tasks, create and delete a toolbar and a menu, and create a custom table by using the More Tables dialog box.
- Consolidate project files, link tasks across projects, assign project and task priorities, share project elements globally and with specific projects, and share resources across projects.
- Communicate project information by using Microsoft Project Server 2007 to send task assignments and status requests and by sending project notes, export project data to the Web by saving a project file as a Web page, add hyperlinks to a project file, save projects in a Microsoft Project 98 format, and identify potential lost elements.
- Import data from a Microsoft Excel worksheet and a Microsoft Access database, export data to a Microsoft Excel worksheet and a Microsoft Access database, and copy project information to a Microsoft Word document and a Microsoft Excel worksheet.

### **Why *Project 2007: Advanced + CertBlaster, Instructor Guide***

- Marginal annotations prompt you with relevant information as you teach the course.
- Includes PowerPoint presentations
- Consistent layout, structure, and voice across all topics to minimize prep time for instructors teaching multiple courses
- Content available for licensing