



Rock Solid Training Course Profile

Microsoft Project Upgrade

½ Day Course

Course Aims:

This training course provides an overview of Microsoft Project 2007 with an emphasis on new and improved features.

By the end of the course attendees will have a good understanding of the new features and changes in Microsoft Project 2007.

Assumed Knowledge:

Delegates must have a good working knowledge of Project. They must have attended the RST Project course or already be familiar with the material covered on that course.

Course Outline:

Updated viewing options

- Use the calendar view
- Understand change highlighting
- Use task drivers
- Use visual highlights

Improved Project calendars

- Apply exceptions
- Use work weeks

Additional resources

- Apply cost resources
- Use budget resources
- Use resource filters

Improved presentation features

- Create visual reports in Excel
- Create visual reports in Visio
- Export data to Word
- Display data in PowerPoint

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