

# Course Syllabus

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## What's New Microsoft Project 2007

### Course Overview

This 1-Day course focuses entirely on the new features in Microsoft Office Project 2007 and how to use each of these features effectively in a project management environment. *What's New* includes tips, tricks, and best practices for using these new features.

Each student receives the following:

- A copy of the 132-page *What's New Microsoft Office Project 2007*

For courses taken via Cyberspace, each participant must use his or her own computer to access the virtual training environment. A high-speed internet connection is recommended. Participants do not need to have Microsoft Project installed in order to participate in the hands-on exercises.

### Target Audience

Everyone who has used a recent version of Microsoft Project (2002 or 2003) and wants to learn how to effectively use the new features of Microsoft Project 2007 should take this course.

### Pre-Requisites

The minimum requirement for this course is significant hands-on experience with a recent version of Microsoft Project, preferably either the 2002 or 2003 version. If you have never used Microsoft Project, you should not take this course.

### Learning Objectives

After completing this course, you will be able to:

- Describe the new features of Microsoft Office Project 2007
- Effectively use the new features in Microsoft Office Project 2007 for defining, planning, and reporting on a project

## Topical Outline

### **Module 01: What's New Project Planning**

#### **Using Microsoft Office Project 2007 Templates**

#### **Defining a New Project**

*Creating and Editing Base Calendars*

*Setting the Daily Working Schedule*

*Creating a New Base Calendar*

*Setting Project Options*

### **Module 02: What's New Task Planning**

#### **Understanding Change Highlighting**

#### **Adding Cell Background Formatting**

#### **Using Multi-Level Undo**

#### **Using the Task Drivers Feature**

### **Module 03: What's New Resource & Assignment Planning**

#### **Entering Resource Information**

*Changing Working Time*

#### **Using Cost Resources**

*Creating a Budget Cost Resource*

*Creating an Expense Cost Resource*

*Assigning a Budget Cost Resource to a Task*

*Assigning an Expense Cost Resource to a Task*

*Entering Actuals for Expense Cost Resources*

### **Module 04: What's New Project Reporting**

#### **Using Project 2007 Visual Reports**

*Creating Visual Reports*

*Viewing a Visual Report*

*Customizing a Microsoft Office Excel 2007 Visual Report*

*Customizing a Microsoft Office Visio 2007 Visual Report*

*Saving Local OLAP Cube Data for a Visual Report*

*Creating Visual Report Templates*

*Editing Visual Report Templates*

*Managing Your Visual Report Templates*

**Using Cell Background and Text Formatting to Highlight Critical Tasks**

*Identifying the Critical Path*

**Module 05: What's New Miscellaneous**

**Using the Cost Field in the Assign Resources Dialog**

**Saving Project Files in Earlier Versions**

**Exporting Project Data**

**Understanding the New Earned Value Fields**

**Module 06: What's New Macros**

**Undoing Macros**