

# Microsoft Project 2000

## 3 DAY class - Day 3

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: create and work with custom WBS codes and templates, create and use custom forms, evaluate data by using filtering and grouping techniques and working with reports, administer Project Central, including working with user accounts and customizing, navigate and work in Project Central and work with categories and views in Project Central.

### **Customizing Microsoft Project**

- Working with WBS codes
- Applying & viewing WBS codes
- Modifying WBS codes
- Updating a Project
- Creating a recurring task
- Renumbering the WBS codes
- Saving a project in the Microsoft Project 98 file format
- Working with Templates
- Saving a project file as a template

### **Communicating Project Information**

- Working with Forms
- Copying a form
- Adding fields to a custom form
- Labeling fields in a custom form
- Linking with Project
- Copying a picture of a view
- Adding a hyperlink to a task

### **Evaluating Data**

- Filtering Techniques
- Filtering and formatting techniques
- Grouping Resources
- Creating and applying a custom grouping
- Working with Reports
- Creating a custom table & report

### **Administering Project Central**

- The Project Central Environment
- Accessing and logging in to Project Central
- Exploring and navigating in Project Central
- Working with User Accounts
- Creating user accounts

- Modifying a user account
- Customizing Project Central
- Changing task delegation settings
- Setting security options in Project Central
- Getting Help in Project Central
- Accessing Help

### **Working in Project Central**

- Logging in to Project Central
- Making a Project Available to Your Team
- Updating a project to the server
- Sending a TeamAssign message
- Responding to task assignments
- Updating responses to task assignments
- Soliciting status reports
- Replying to a status report request
- Creating and running an AutoAccept rule in Project Central
- Working Offline in Project Central
- Exploring the Offline page

### **Working with Categories and Views in Project Central**

- Exploring View Options
- Viewing your portfolio and assignments
- Managing Views
- Creating a category in Project Central
- Creating a view in Project Central
- Modifying a view

