

Microsoft ®

# Project 2003 Course Outline

Intermediate Level

*1 day course*

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## **TASK KITS**

- Splitting Tasks
- Deadlines
- Constraints

## **PROJECT SUMMARY TASKS**

- Promoting and demoting tasks
- Hiding levels
- Working with codes
- WBS

## **DEPENDENCIES**

- Lag and lead time

## **RESOURCING AND ESTIMATING**

- Sharing resources

- Importing resources from outlook

## **COSTINGS**

- Budgets
- Cost fields

## **PRINTING REPORTS**

- Viewing and Printing Reports
- Using Print Preview
- Understanding Page Setup
- Understanding the Print Dialog Box
- Starting the Reports Dialog Box
- Understanding the Different Types of Reports
- The Project Guide for Printing Wizard
- Customising Reports