

## Microsoft® Project 2000

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Microsoft Project 2000 is a powerful project-management program. This course is designed for those who want to get up and running on Microsoft Project 2000. In addition this course is designed to help students meet Microsoft Project MOUS core-level and expert-level certification objectives.

Students will learn how to create project plans, schedule and track project and resource information, present the data using features such as customizable Gantt charts, track how projects progress and identify what to do if they don't proceed according to plan.

Duration:

- 2 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Introduction to Microsoft Project 2000
- Creating a Project Plan
- Setting up Resources and Assigning them to Tasks
- Fine-Tuning Project Plans
- Getting Project Information to Look the Way You Want
- Publishing Project Information Online
- Sharing Project Information with Other Programs
- Sharing Information Between Multiple Projects
- Tracking Progress Against the Project Plan
- Viewing and Reporting Project Status
- Identifying and Fixing Problems in the Project
- Customizing Microsoft® Project 2000