

# ON LINE SERVICES

*Computer Training & Support*

## **Solution Series**

### **Exchange Project Data with Other Applications Using Project**

#### **Course Description**

**Overview:** Students will use MS Project 2000 to create Import/Export maps that display specific project information, in addition to sharing project information in PowerPoint slides and as an HTML file.

**Objectives:** Upon successful completion of this course, students will be able to:

- Summarize project information.
- Define the basics of tables, fields, and Import/Export maps.
- Save project information in the Access format.
- Export project information to Excel workbooks and PivotTables.
- Create GIF pictures of project views and insert them into PowerPoint, and save a project table in the HTML format

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#### **Course Outline**

##### **Activity 1: Understand the project**

- Explore the project
- Prepare a baseline
- Try it on your own

##### **Activity 2: View Import/Export maps**

- Get the lowdown on tables and fields
- Find your way with Import/Export maps
- Try it on your own

##### **Activity 3: Save projects in Access format**

- Grasp the basics of database design
- Export a complete project file to Access
- Export select data to Access
- View the project information in Access table format

- Try it on your own

##### **Activity 4: Export to Excel**

- Review Excel basics
- Save selected project information as an Excel workbook
- View the project information in Excel
- Save as an Excel PivotTable
- Try it on your own

##### **Activity 5: Share project information in PowerPoint and in HTML formats**

- Create a GIF from a project view
- Insert the GIF into PowerPoint
- Share project information as an HTML file
- Try it on your own

***Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.***

**What's next?**