

# ON LINE SERVICES

Computer Training & Support

## Project 2000 Advanced

### Course Description

**Overview:** Students will learn some advanced features of Microsoft Project 2000 and how to use Microsoft Project Central. This course meets the Microsoft Proficiency Guidelines for Microsoft Project 2000 at the Expert level.

**Objectives:** 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 administration options.
- \* Navigate and work in Project Central.
- \* Work with categories and views in Project Central.

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### Course Outline

#### Lesson 1: Customizing Microsoft Project 2000

Working with WBS codes  
Updating a Project  
Working with Templates

#### Lesson 2: Communicating Project Information

Working with Forms  
Linking with Project

#### Lesson 3: Evaluating Data

Filtering Techniques  
Grouping Resources  
Working with Reports

#### Lesson 4: Administering Project Central

The Project Central Environment  
Working with User Accounts  
Customizing Project Central  
Getting Help in Project Central

#### Lesson 5: Working in Project Central

Logging in to Project Central as Another User  
Making a Project Available to Your Team  
Working with Messages  
Working Offline in Project Central

#### Lesson 6: Working with Categories and Views in Project Central

Exploring View Options  
Managing Views

#### Appendix A: Managing Resources

**What's next?** *Microsoft Project 2000: Advanced* is the last course in this series