



## Microsoft Project 2003 - Advanced 1 day

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### Advanced Task/Resource Features

- Task splitting and the advantage or disadvantage of using different views.
- Splitting assignments of a resource to the same task.
- Creating and using multiple resource rates.
- Changing the resource standard rate over time.
- Using predefined resource work contours.
- Creating customized resource work contours and restoring the original task duration.

### Importing/Exporting Data

- Importing CSV and MPX file types.
- Pitfalls of importing a data file.
- Building a data map to match the data structure of an import/export file.
- Exporting to a Microsoft® Excel file with a data key.
- Password protection for project files.
- Automatically creating a backup file.

### Using Filters Effectively

- Standard and highlight filters.
- Creating custom filters.
- Creating user interactive filters.

### Working with Multiple Projects

- Using Resource Pools
- Combining Projects

### Advanced Topics for Multiple Projects

- Creating the master/sub-project relationships.
- Creating inter-project task dependency links.
- Pitfalls of multiple projects.
- Sharing deliverables between projects.
- Creating a consolidated project.

### Tables

- Editing existing tables.
- Creating custom tables.

### Customized Reports

- Creating new reports using customized filters and tables.
- Using the crosstab template report.

### Special Units

- Using the organizer.
- Using the standard recurring tasks.
- Creating non-standard recurring tasks.
- Hammock tasks.