


```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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}
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

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- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Project 2007 - Training Classes in Houston, Texas

Microsoft Project 2007: Level
1

Training Course Content

Lesson 1: Getting
Started with Microsoft Project

Topic 1A: Explore the
Microsoft Project 2007 Environment

Topic 1B: Display an
Existing Project Plan in Different Views

Lesson 2: Creating a
Project Plan

Topic 2A:
Create a New Project Plan

Topic 2B: Assign a
Project Calendar

Topic 2C: Add Tasks
to the Project Plan

Topic 2D: Enter
the Task Duration Estimates

Topic
2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks
in a Project Plan

Topic
3A: Outline Tasks

Topic 3B: Add a Recurring Task

Topic 3C: Link Dependent Tasks

Topic 3D: Set a Constraint to a Task

Topic 3E: Set a Task Deadline

Topic
3F: Add Notes to a Task

Lesson 4: Managing Resources in
a Project Plan

Topic
4A: Create a Resource Calendar

Topic 4B: Assign
Resources to Tasks

Topic 4C: Assign
Additional Resources to a Task

Topic
4D: Enter Costs for Resources

Topic
4E: Enter Values for Budget Resources

Topic 4F: Resolve Resource Conflicts

Lesson 5: Finalizing the
Project Plan

Topic 5A:
Display the Critical Path

Topic 5B: Shorten the
Project Duration

Topic 5C: Set a
Baseline

Topic 5D: Print a Project
Summary Report

Â

Microsoft Project 2007: Level 2

Training Course Content

Lesson 1: Exchanging Project Plan Data
with Other Applications

Â

Topic
1A: Import Project Information

Topic
1B: Export Project Plan Data into Excel

Topic 1C: Copy a Picture of the
Project Plan Information

Lesson 2: Updating a Project
Plan

Topic 2A: Enter
Task Progress

Topic 2B: Enter Overtime Work

Topic
2C: Split a Task

Topic 2D:
Reschedule a Task

Topic 2E: Filter
Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Report

Lesson 3: Managing Project
Costs

Topic 3A: Update
Cost Rate Tables

Topic 3B: Group Costs

Topic 3C:
Link Documents to a Project Plan

Lesson 4: Reporting Project
Data Visually

Topic 4A:
Create a Visual Report

Topic 4B: Customize a
Visual Report

Topic 4C: Create a
Visual Report Template

Lesson 5: Reusing Project Plan
Information

Topic 5A:
Create a Project Plan Template

Topic 5B:
Create a Custom View

Topic 5C: Make
Custom Views Available to Other Project
Plans

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[Microsoft
Project 2007 Training in Houston](#)

[Microsoft
Project 2003 Training in Houston](#)