

Microsoft Project 2003 Training Classes in Houston

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}
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  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- 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 2003 - Training Classes in Houston, Texas

Microsoft Project 2003: Level
1

Training Course Content

Lesson 1: Creating a Project
Plan File

Topic 1A:
Create a Project Plan File

Topic 1B:
Create and Assign a Project Calendar

Topic 1C: Add Tasks to the Project Plan
File

Topic 1D: Add a Project Summary
Task

Topic 1E: Add a Recurring Task

Topic 1F: Enter Task Duration Estimates

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Lesson 2: Creating a Work Breakdown Structure

Topic 2A: Outline Tasks

Topic 2B:
Link Dependent Tasks

Topic 2C:
Identify Deliverables in the Project Plan File

Topic 2D: Constrain Tasks

Topic 2E: Set a Task Deadline

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Lesson 3: Creating and Assigning Resources

Topic 3A:
Create Resources

Topic 3B: Create a Resource Calendar

Topic 3C: Assign Resources

Topic 3D: Assign Additional Resources to a Task

Topic 3E:
Resolve Resource Conflicts

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Lesson 4: Finalizing the Project Plan

Topic 4A: View the Critical Path

Topic 4B: Shorten the Project Duration

Topic 4C: Set a Baseline

Topic 4D: Display Project Summary Information

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Microsoft Project 2003: Level 2

Training Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a Task List from an Excel File into a New Project Plan

Topic 1B: Create a Custom Import Map

Topic 1C: Export Project Plan Cost Data into Excel

Topic 1D: Copy a Picture into a Word Document

Topic 1E: Save Project Plan Information as a Web Page

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Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress Information

Topic 2B: View Task Progress

Topic 2C: Split a Task

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks in a Project Plan

Topic 2F: Save an Interim Project Plan

Topic 2G: Create a Custom Table

Topic 2H: Add Custom Columns to a Table

Topic 2I: Hyperlink Documents to Tasks

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Lesson 3: Creating Custom Reports

Topic 3A: Create a Custom Report

Topic 3B: Modify a Custom Report's Header and Footer

Topic 3C:
Add a Picture to a Report

Topic 3D:
Modify a Custom Report's Margins

Topic 3E: Print a Custom Report

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Lesson 4: Re-using Project Plan Information

Topic 4A: Create a Project Plan Template

Topic 4B: Create a Custom Combination View

Topic 4C: Make Custom Views Available to Other Project Plans

Topic 4D: Share Resources

Topic 4E: Create a Master Project Plan

[See Current Schedule](#)[See Current Schedule](#)

[Register for Class](#)

Microsoft Project Class in Houston

Microsoft
Project 2010 Training in Houston

Microsoft
Project 2007 Training in Houston

Microsoft
Project 2003 Training in Houston