



```
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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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 {
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FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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}
H2 {
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FONT-WEIGHT: normal
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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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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

Â

## 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

Â

## 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

Â

## 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

Â

## 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

Â

#### 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

Â

### 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

Â

### 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](#)

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