



COURSE : **MICROSOFT OFFICE 2007: EPM WEB ACCESS AND OUTLOOK INTEGRATION**

The world of project management has moved beyond the traditional pencil-and-ruler war room and into the world of technology. The Project Managers can take advantage of the Internet to communicate with others, present information, and gather data.

During the Project Web Access session you will find out how you can make use of this browser-based interface to view the tasks that you need to accomplish, update the schedule with work completed, and even enter new tasks that may arise. You will learn how to update timesheets, task, status and report to the project managers. Project Web Access also interacts with Outlook and you will you find out just how easy it is to use those tools together.

DATE: As per schedule

TIMES: As per schedule

DURATION: As per schedule

VENUE: AccTech Academy : Rivonia

COURSE TYPE: Presentation using live system as basis

GROUP SIZE: As per quotation

COURSE DOCUMENTATION:

- Customized "How to user guide"
- Quick reference

TARGET AUDIENCE: All users who have an interest in projects and project related documentation

PREREQUISITES: A good understanding of the Windows environment, have surfed the Web and used MS Outlook

COST PER DELEGATE: As per quotation

COURSE OUTLINE:

- Logging on to Project Web Access
- Reviewing the Home Page
- Customizing the Home Page
- Viewing Information for tasks and timesheets
- Submitting information
- Project Web Access and Outlook, using the tools together
- Viewing and uploading project related documents
- Reporting status

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