



www.compvisions.com
16 Corporate Woods Blvd.
Albany, NY 12211

Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Project: Level 2

This advanced-level course offers an in-depth look at the features of Microsoft's Project. This 12-module course helps students get a grasp on this very handy project management tool and the best ways to exploit its features to encourage and enhance productivity.

Course Outline:

Unit 1: Using Templates and Importing Data

Topic A: Working with templates

Topic B: Creating projects from other programs

Unit 2: Managing a Project

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

Unit 3: Analyzing and Adjusting the Plan

Topic A: Analyze the plan

Topic B: Delays and conflicts

Topic C: Team Planner view

Unit 4: Working with Reports

Topic A: Standard reports

Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

Unit 6: Managing Multiple Projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

Unit 7: Exchanging Project Information

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications

Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.