

Exchanging Project Plan Data with Other Applications

- Import a Task List from an Excel File
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

Updating a Project Plan

- Enter Task Progress Information
- View Task Progress
- Filter Tasks in a Project Plan
- Reschedule a Task
- Split a Task
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

Creating Custom Reports

- Create a Report
- Modify a Report's Header and Footer
- Add a Picture to a Report
- Modify a Report's Margins
- Print a Report

Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan

Collaborating on a Project Plan

- Publish a Project Plan
- Assign Resources to Tasks
- Accept Assigned Tasks
- Request Progress Information
- Update Task Progress with Timesheets
- Approve Project Plan Updates
- Post an Issue
- Conclude a Project Plan