

1. Exchanging Project Plan Data with Other Applications

- ✦ Import a Task List from an Excel File into a New Project Plan
 - ✦ 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
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2. Updating a Project Plan

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

- ✦ Create a Custom Report
 - ✦ Modify a Custom Report's Header and Footer
 - ✦ Add a Picture to a Report
 - ✦ Modify a Custom Report's Margins
 - ✦ Print a custom Report
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4. Re-using 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
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