

MICROSOFT PROJECT 2010 ADVANCED TRAINING

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MS Project 2010
Advanced



COURSE LENGTH: 1.0 DAYS

The Microsoft Project 2010 Advanced Training course is designed to bring your Project 2010 skills to the expert level.

This Microsoft Project 2010 Advanced training course covers the following: creating customized or template-based projects, how to create, save and update a baseline plan, how to manage multiple projects, using the Team Planner view to manage resources, creating and sharing project reports, analyzing project status and adjusting plans if required and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT PROJECT 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Project 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, builds on the concepts and skills taught in the Introduction course. Participants will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project.

Participants will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

Prerequisites:

Project 2010: Introduction or equivalent experience.

OUTCOMES

By the end of this training course, participants will:

- Apply templates
- Convert project files to templates
- Import data
- Create, save and update a baseline plan
- Compare progress with the baseline
- Mark tasks as completed
- Update actual start and finish dates
- Mark tasks as being on track
- Analyze costs over time
- View project statistics
- Display task slippage
- Shorten a task duration
- Inactivate tasks
- Use the Team Planner view to manage resources
- Create reports
- Print project information
- Save a project to PDF or XPS format
- Create and modify visual reports
- Customize the Quick Access toolbar
- Record and run macros
- Customize Gantt chart elements
- Use the drawing tools
- Apply formulas to custom fields
- Apply graphical indicators

- Insert subprojects
 - Set task priorities
 - Link tasks and resources to supporting documents
 - Export project information
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MODULES

Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Working with reports

- Standard reports
- Visual reports

Lesson 3: Using templates and importing data

- Working with templates
- Creating projects from other programs

Lesson 4: Customizing Project

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

Lesson 5: Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

Lesson 6: Managing multiple projects

- Consolidating and sharing projects
- Sharing resources among projects

Lesson 7: Analyzing and adjusting the plan

- Analyzing the plan
- Delays and conflicts
- Team Planner view

Lesson 8: Exchanging project information

- Collaboration
 - Hyperlinks
 - Exporting to Office applications
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WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)