

## 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.

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## MICROSOFT PROJECT 2010 ADVANCED TRAINING COURSE OUTLINE

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### 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.

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### 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

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### Lesson 1: Introduction

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

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### Lesson 2: Working with reports

- ▶ Standard reports
- ▶ Visual reports

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### Lesson 3: Using templates and importing data

- ▶ Working with templates
- ▶ Creating projects from other programs

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### Lesson 4: Customizing Project

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

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### Lesson 5: Managing a project

- ▶ Setting baselines
- ▶ Updating an active project
- ▶ Monitoring progress

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### Lesson 6: Managing multiple projects

- ▶ Consolidating and sharing projects
- ▶ Sharing resources among projects

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### Lesson 7: Analyzing and adjusting the plan

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

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### Lesson 8: Exchanging project information

- ▶ Collaboration
- ▶ Hyperlinks
- ▶ Exporting to Office applications

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## WEB LINKS

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