Microsoft® Project 2010: Level 2

Training Course Content

Course Objective: Students will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Prerequisites: To ensure your success in this course, you should have an understanding of project management concepts, as well as a basic familiarity with using Microsoft Windows and Office, such as browsing for files, opening, closing and saving files. This can be accomplished by taking Microsoft® Project 2010: Part 1.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a List from an Excel File into Project
Topic 1B: Export Project Plan Data into Excel
Topic 1C: Copy a Project Plan for Distribution in Excel, PowerPoint, Outlook, or Word

Lesson 2: Updating a Project Plan

Topic 2A: Enter and View Task Progress
Topic 2B: Enter Overtime Work
Topic 2C: Split a Task
Topic 2D: Edit and Reschedule a Task
Topic 2E: Filter Tasks
Topic 2F: Set Multiple Baselines and Interim Plans
Topic 2G: Create Custom Fields and Tables

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables
Topic 3B: Group Costs
Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data

Topic 4A: Create a Custom Report
Topic 4B: Modify a Custom Report's Header and Footer
Topic 4C: View and Examine Visual Reports in Excel

Lesson 5: Customizing and Reusing Project Plan Information

Topic 5A: Create a Project Plan Template
Topic 5B: Create a Custom Gantt Chart View
Topic 5C: Make Custom Items Available to Other Project Plans
Topic 5D: Share Resources across Projects
Topic 5E: Create a Master Project with Multiple Sub-Projects

Additional Items:

Additional shortcuts and features used by Microsoft Project Power-Users.
2010 New Features