MICROSOFT PROJECT 2010 ADVANCED

COURSE LENGTH: 1.0 DAYS

This second and final course in the Project 2010 series, really helps tie the previous course up and elevate Project skills to an expert level.

Topics like applying templates, examining project statistics and task slippage, creating reports, consolidating projects and much more are covered.

This valuable training course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout UK.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT PROJECT 2010 ADVANCED COURSE OUTLINE

FOREWORD

This Project 2010 Advanced training course running in London and UK wide, 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, analyse project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customise 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

- 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
- Analyse 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
- Customise the Quick Access toolbar
- Record and run macros
- Customise 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

MODULES

Lesson 1: Introduction

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

Lesson 2: Using templates and importing data

- Working with templates
- Creating projects from other programs

Lesson 3: Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

Lesson 4: Analysing and adjusting the plan

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

Lesson 5: Working with reports

- Standard reports
- Visual reports

Lesson 6: Customising Project

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

Lesson 7: Managing multiple projects

- Consolidating and sharing projects
- Sharing resources among projects

Lesson 8: Exchanging project information

- Collaboration
- Hyperlinks
- Exporting to Office applications

WEB LINKS

- View this course online