



Microsoft Project 2010: Advanced

Course Objective: Students will learn how to manage and customize project plans during the implementation stage of a project.

Target Student: This course is designed for students that have an understanding of project management concepts and the basic skills to create and modify project plans using Microsoft Project 2010.

Prerequisites: Students enrolling in this class should have the ability to create and update project plans using Microsoft Project 2010.

Course Length: One Day

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Import Project Information
Export Project Plan Cost Data to an Excel Workbook
Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Enter Task Progress
Enter Overtime Work
Edit Tasks
Reschedule a Task
Filter Tasks
Set an Interim Plan
Create a Custom Table
Create a Custom Field

Lesson 3: Managing Project Costs

Update Cost Rate Tables
Group Costs
Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

Create a Visual Report
Customize a Visual Report
Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

Create a Project Plan Template
Create a Custom View
Make Custom Views Available to Other Project Plans
Share Resources
Create a Master Project