

Microsoft Office Project 2010 Level 2 of 2

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$350+ GST

Course Description

You will manage and customize project plans during the implementation stage of a project. This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Project 2010 and who needs to manage and customize those plans through the implementation stage of a project.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Exchange project plan data with other applications.
- ✓ Update a project plan.
- ✓ Manage project costs.
- ✓ Report project data visually.
- ✓ Reuse project plan information.

Course Content

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

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

Managing Project Costs

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

Reporting Project Data Visually

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

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