



Microsoft Project 2010 Advanced

Course No. PR10ADV 1 Day Instructor-Led, Hands-on

Introduction

This course is designed for individuals who will use Microsoft Office Project 2010 as a tool to assist them in managing projects. The goal of this course is to introduce advanced techniques to fine-tune tasks and resources, optimize your project plan, track progress against the plan, and work with shared resources pools and consolidated projects. Students will also learn to customize the Project environment by setting preferences, recording macros, working with the organizer and creating custom views, tables and reports

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

At Course Completion

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

- Tracking progress on tasks and assignments
- Viewing and reporting project status
- Getting your project back on track
- Apply advanced formatting.
- Customizing Project
- Measuring performance with earned value analysis
- Consolidating projects and resources

Prerequisites

Students should attend the following course or have equivalent knowledge and skills: Microsoft Project 2010, Course Number PR2010

Course Outline

Module 1: Viewing and Reporting Project Status

- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Reporting project cost variance with a stoplight view

Module 2: Getting Your Project Back on Track

- Troubleshooting time and schedule problems
- Troubleshooting cost and resource problems
- Troubleshooting scope of work problems

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Module 3: Applying Advanced Formatting and Printing

- Formatting a Gantt Chart View
- Formatting a timeline view
- Formatting a network diagram view
- Formatting a calendar view
- Printing views: advanced options
- Printing reports: Advanced options

Module 4: Customizing Project

- Sharing custom elements between project plans
- Recording macros
- Editing macros
- Customizing the ribbon and quick access toolbar

Module 5: Sharing Project Information with Other Programs

- Copying project plans to other programs
- Opening other file formats in Project
- Saving to other file formats from Project
- Generating visual reports with Excel and Visio
- Guiding tour synchronizing task lists between Project and SharePoint

Module 6: Consolidating Projects and Resources

- Creating a resource pool
- Viewing assignment details in a resource pool
- Updating assignments in a sharer plan
- Updating a resource's information in a resource pool
- Updating all plans' working times in a resource pool
- Linking new project plans to a resource pool
- Opening a sharer plan and updating a resource pool
- Consolidating project plans
- Creating dependencies between projects