

Microsoft Project 2010 – Intermediate & Advanced



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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 Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

In addition to more on tracking progress, and working with multiple projects, the course will cover importing and exporting data, customizing the filtering and grouping, creating Visual Reports, customizing the Project Environment, and creating and using templates.

I N T E R M E D I A T E & A D V A N C E D	
Updating and analyzing the Project Plan	Exchanging Project Plan Data
Analyzing the current status of the project Rescheduling a task for delays and conflicts Set an Interim plan Updating tasks including overtime hours Customizing tables, fields & views	Importing project information Exporting cost data to Excel for analysis Exporting to pdf Exporting as a picture
Reusing Project Plan Information	Reporting Project Data Visually
Creating a Project Plan Template Sharing Resources Creating a Master Project Creating Custom View(s) Using the organizer and global file	Customizing the basic reports Creating a visual reports Customizing visual reports Making reports available to all projects Formatting views for printing