

Department of Corporate Training

Microsoft Project 2010: Level 2

Course Content

- Lesson 1: Exchanging Project Plan Data with Other Applications
 - Topic 1A: Import Project Information
 - Topic 1B: Export Project Plan Cost Data to an Excel Workbook
 - Topic 1C: Copy a Picture of the Project Plan Information
- Lesson 2: Updating a Project Plan
 - Topic 2A: Enter Task Progress
 - Topic 2B: Enter Overtime Work
 - Topic 2C: Edit Tasks
 - Topic 2D: Reschedule a Task
 - Topic 2E: Filter Task
 - Topic 2F: Set an Interim Plan
 - Topic 2G: Create a Custom Table
 - Topic 2H: Create a Custom Field
- Lesson 3: Managing Project Costs
 - Topic 3A: Update Cost Rate Tables
 - Topic 3B: Link Dependent Tasks
 - Topic 3C: Link Documents to a Project Plan
- Lesson 4: Managing Resources in a Project Plan
 - Topic 4A: Create a Visual Report
 - Topic 4B: Customize a Visual Report
 - Topic 4C: Create a Visual Report Template
- Lesson 5: Reusing Project Plan Information
 - Topic 5A: Create a Project Plan Template
 - Topic 5B: Create a Custom View
 - Topic 5C: Make Custom Views Available to Other Project Plans
 - Topic 5D: Share Resources
 - Topic 5E: Create a Master Project

Course Objectives

Upon successful completion of this course, students 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.*

Duration- 1 day

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