

# Microsoft Office Project 2010: Advanced

## Course Overview

This course builds on the concepts and skills taught in the Basic course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

## Course Outline

<b><u>Course Introduction</u></b>	4m
<b><u>Unit 01 - Using Templates and Importing Data</u></b>	15m
Topic A: Working with Templates	
Convert a Project to a Template	
Demo - A-1: Creating a Template From a Completed Project	
Create a Project from a Template	
Demo - A-2: Creating a Project From a Template	
Topic B: Creating Projects From Other Projects	
Import Excel Data into a New Project	
The Import Wizard	
Demo - B-1: Creating a Project From an Excel Workbook	
Unit 01 Review	
<b><u>Unit 02 - Managing a Project</u></b>	36m
Topic A: Setting Baselines	
Save a Baseline Plan	
Demo - A-1: Setting a Baseline	
Update a Baseline Plan	
Demo - A-2: Updating a Baseline Plan	
Topic B: Updating an Active Project	
Task Bars in Tracking Gantt View	
Demo - B-1: Updating Completed Tasks	
Update Actual Start and Finish Dates	
Demo - B-2: Updating Actual Start and Finish Dates	
Demo - B-3: Updating Tasks That Are in Progress	
The Status Date	
Demo - B-4: Marking Tasks as Being on Track with a Status Date	
Demo - B-5: Updating the Actual Work Performed on a Task	
Topic C: Monitoring Progress	
The Earned Value Table	
Display the Earned Value Table	
Demo - C-1: Using the Earned Value Table	
Progress in Network Diagram View	
Demo - C-2: Checking Progress in Network Diagram View	
Unit 02 Review	

### **Unit 03 - Analyzing and Adjusting the Plan**

34m

Topic A: Analyzing the Plan  
The Project Statistics Dialog Box  
Demo - A-1: Viewing Project Statistics  
Demo - A-2: Displaying Slippage in the Schedule  
Topic B: Delays and Conflicts  
Split a Task  
Demo - B-1: Splitting a Task  
Delay Resource Work  
Demo - B-2: Delaying Work for a Resource  
Assign Overtime to a Resource  
Demo - B-3: Assigning Overtime and Extra Resources  
Demo - B-4: Using the Task Inspector to Resolve Conflicts  
Demo - B-5: Inactivating a Task  
Topic C: Team Planner View  
Team Planner View  
Demo - C-1: Working with Team Planner View  
Demo - C-2: Formatting Team Planner View  
Unit 03 Review

### **Unit 04 - Working with Reports**

19m

Topic A: Standard Reports  
Report Formats  
Project Overview  
Current Activity  
Cost Reports  
Assignment Reports  
Workload Reports  
Custom Reports  
Demo - A-1: Creating Reports  
Create a Current Activity Report  
Demo - A-2: Creating a Current Activity Report  
Demo - A-3: Creating an Assignment Report  
Demo - A-4: Printing Project Information  
Save a Project as PDF or XPS File  
Topic B: Visual Reports  
A Visual Report  
Create a Visual Report  
Demo - B-1: Creating and Modifying a Visual Report  
Unit 04 Review

### **Unit 05 - Customizing Project**

41m

Topic A: Custom Views  
Create a Custom View  
Demo - A-1: Creating a Custom View  
Create a Combination View  
A Combination View  
Demo - A-2: Creating a Combination View

Demo - A-3: Customizing the Quick Access Toolbar

Topic B: Macros

Record a Macro

The Record Macro Dialog Box

Demo - B-1: Creating a Macro

Run a Macro

Demo - B-2: Running a Macro

Topic C: Gantt Chart Formatting

Customize Bar Styles

Customize Gantt Chart Text

The Bar Styles Dialog Box

Demo - C-1: Modifying Bar Styles

Customize the Timescale

The Timescale Dialog Box

Demo - C-2: Customizing the Timescale

Demo - C-3: Drawing Elements

Topic D: Custom Fields

Lookup Table

Create a Custom Text Field

Demo - D-1: Creating a Custom Text Field

Demo - D-2: Creating a Formula-driven Field

Graphical Indicators Dialog Box

Demo - D-3: Applying Graphical Indicators

Unit 05 Review

## **Unit 06 - Managing Multiple Projects**

20m

Topic A: Consolidating and Sharing Projects

Subproject in Master Project Task List

Insert a Subproject

Demo - A-1: Consolidating Project Files

Link Tasks Across Projects

Demo - A-2: Linking Tasks Across Projects

Set Priority for Subproject or Task

Demo - A-3: Assigning Project and Task Priorities

The Organizer Dialog Box

Share Project Elements Globally

Demo - A-4: Sharing Custom Elements With All Projects

Share Elements with Specific Projects

Topic B: Sharing Resources Among Projects

The Share Resources Dialog Box

Share an External Resource Pool

Demo - B-1: Sharing Resources With Other Projects

Unit 06 Review

## **Unit 07 - Exchanging Project Information**

16m

Topic A: Collaboration

Basic Project Server Connectivity

Project Server Accounts

Save a Project in a SharePoint Library

Save & Send

Topic B: Hyperlinks

Link to Supporting Information

Demo - B-1: Linking to Supporting Information

Topic C: Exporting to Office Applications

Export Data to Excel Workbook

Demo - C-1: Exporting Project Data to an Excel Workbook

Create a Picture of a Project

Demo - C-2: Creating an Image to Share Project Information

Unit 07 Review

**Total Duration: 3hrs 4m**