

Microsoft® Office 2010: Level 2

Course duration: 1 day

Course Objective

You will manage and customize project plans during the implementation stage of a project.

Audience

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.

At Course Completion

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.

Prerequisites

Students enrolling in this class should have the ability to create and update project plans using

Microsoft Project 2010. You can obtain this level of skills and knowledge by taking the following course:

- Microsoft® Project 2010: Level 1

A general understanding of project management concepts is helpful, but is not required. To obtain this general understanding, you may choose to take the following course:

- Project Management Fundamentals: (Second Edition)

Knowledge of other Microsoft Office 2010 applications would also be helpful, but is not required.

Course Outline

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 Tasks

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: Group Costs

Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

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
