



Microsoft Project 2010 Course Overview

Microsoft Project 2010

Course Duration:

7 Hours / 1 Day

1 Getting Started with Project 2010

- Meeting MS Project
- Managing Project Files
- Getting Help in Project
- Getting Acquainted
- Quick Access
- Task & Resource Tabs
- Using Templates
- Advanced Views

2 Advanced Tabs

- Project Tab
- View Tab
- Contextual Tabs
- Customizing the Ribbon

3 Creating a Basic Project

- Creating a Project
- Review of Basic Information
- Editing Tasks
- Task Information
- Milestones, Constraints and Deadlines
- Working with Tasks

4 Polishing a Project

- Basic Editing Tasks
- Formatting Text
- Formatting Gantt Charts
- Updating the Project
- Adding a Shape
- Formatting a Shape

5 Printing and Viewing a Project

- Arranging Windows
- View Scope / View Data
- Finishing a Project

6 Working with Tasks

- Viewing Tasks
- Using Timelines
- Working with Tasks
- Linking /Editing / Completing Tasks

7 Working with Resources

- Resource Basics
- Creating a Project Calendar
- Editing Resources / Resource Views
- Resources and Tasks
- Using the Team Planner
- Resolving Conflicts / Leveling Resources

8 Creating Reports

- Reports Dialog
- Visual Reports
- Cube Data
- Comparing Projects

9 Project Monitoring Tools

- Setting a Baseline
- Setting an Interim Plan
- Critical Path
- Progress Lines / Tracking Progress
- Variances

10 Advanced Topics

- Advanced Task Operations
- Project Costs
- Work Breakdown Structure
- File Operations