



Course Length: 1.0 days

This second and final course in the Project 2010 series, really helps tie the previous course up and elevate Project skills to an expert level.

Topics like applying templates, examining project statistics and task slippage, creating reports, consolidating projects and much more are covered.

This fun and practical training course is available now throughout Malaysia including Kuala Lumpur.

This Microsoft PowerPoint 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology. Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Microsoft Project 2010 Advanced Course Outline

Foreword:

This Project 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, builds on the concepts and skills taught in the [Introduction course](#). Participants will learn how to work with templates, create baseline plans, monitor and update projects, analyse project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project.

Participants will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

Prerequisites:

[Project 2010: Introduction](#) or equivalent experience.

Outcomes:

- Apply templates
- Convert project files to templates
- Import data
- Create, save and update a baseline plan
- Compare progress with the baseline
- Mark tasks as completed
- Update actual start and finish dates
- Mark tasks as being on track
- Analyze costs over time
- View project statistics
- Display task slippage
- Shorten a task duration
- Inactivate tasks
- Use the Team Planner view to manage resources
- Create reports
- Print project information
- Save a project to PDF or XPS format
- Create and modify visual reports
- Customize the Quick Access toolbar
- Record and run macros
- Customize Gantt chart elements
- Use the drawing tools
- Apply formulas to custom fields
- Apply graphical indicators
- Insert subprojects
- Set task priorities
- Link tasks and resources to supporting documents
- Export project information

Project 2010 Advanced Training Course - Lesson 1 Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Project 2010 Advanced Training Course - Lesson 3 Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

Project 2010 Advanced Training Course - Lesson 2 Using templates and importing data

- Working with templates
- Creating projects from other programs

Project 2010 Advanced Training Course - Lesson 4 Analyzing and adjusting the plan

- Analyzing the plan
- Delays and conflicts
- Team Planner view



Project 2010 Advanced Training Course - Lesson 5
Working with reports

- Standard reports
- Visual reports

Project 2010 Advanced Training Course - Lesson 6
Customizing Project

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

Project 2010 Advanced Training Course - Lesson 7
Managing multiple projects

- Consolidating and sharing projects
- Sharing resources among projects

Project 2010 Advanced Training Course - Lesson 8
Exchanging project information

- Collaboration
- Hyperlinks
- Exporting to Office applications

Web Links:

View this course online:

<http://pdtraining.com.my/courses/ms-project-2010-advanced-training-course>

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