

## 1 day course

### Who should attend?

This course is intended for participants who are familiar with Microsoft Project 2010.

### Prerequisites

Microsoft Project 2010 Level 1

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Customize Microsoft Project elements including tables, views, and reports.
- Use sample templates, create custom templates, and use the Organizer to manage project elements
- Work with progress lines, Earned Value tables, and Visual Reports.
- Use and create Import/Export maps
- Create master projects, insert and work with subprojects, and create links to external tasks
- Assign tasks to resources from a resource pool, modify resource information, and update the resource pool
- Work with rollup task bars, hyperlinks, custom WBS codes, and macros.

### Course Content

#### *Customizing Tables, Views, and Reports*

Customizing Project Elements ; Custom Tables ; Custom Views ; Custom Reports

#### *Working with Templates*

Sample Templates ; Custom Templates ; The Organizer

#### *Tracking and Analysing Project Data*

Progress Lines ; Earned Value Analysis ; Custom Visual Reports

#### *Importing and Exporting Data*

Importing and Exporting Files ; Using Import/Export Maps

#### *Working with Multiple Projects*

Master Projects and Subprojects ; Working with Multiple Projects ; Linking Tasks Across Projects

#### *Resource Pools*

Resource Pools ; Working with Resource Pools

#### *Additional Features*

Rollup Task Bars ; Hyperlinks ; Custom WBS Codes ; Macros