

Course WLC-PRJ1004: Microsoft Office Project 2010 Professional Training (Basic & Advanced)

Three Days, Instructor-Led

Pre-requisites:

- Project Management Concepts

Course Outline

Microsoft Project 2010: Basic

Unit 1: Getting Started

- Project Management Concepts
- The Project Window

Unit 2: Tasks

- Creating a Task List
- Modifying a Task List
- Work Breakdown Structure

Unit 3: Task Scheduling

- Task Links
- Task Relationships
- Task Options

Unit 4: Resource Management

- The Base Calendar
- Resources and Calendars

- Project Costs

Unit 5: Views and Tables

- Working with Views
- Working with Tables

Unit 6: Filters, Groups, and Sorting

- Filters
- Groups
- Sorting Tasks and Resources

Unit 7: Finalizing the Task Plan

- Finalizing Schedules
- Handling Resource Conflicts

Microsoft Project 2010: Advanced

Pre-requisites

- Microsoft Project 2010 - Basic

Course Outline

Unit 1: Using Templates and Importing Data

- Working with Templates
- Creating Projects from other Programs

Unit 2: Managing a Project

- Setting Baselines
- Updating an Active Project

- Monitoring Progress

Unit 3: Analyzing and Adjusting the Plan

- Analyzing the Plan
- Delays and Conflicts
- Team Planner View

Unit 4: Working with Reports

- Standard Reports
- Visual Reports

Unit 5: Customizing Project

- Custom Views
- Macros
- Gantt Chart Formatting

Unit 6: Managing Multiple Projects

- Consolidating and Sharing Projects
- Sharing Resources among Projects

Unit 7: Exchanging Project Information

- Collaboration
- Hyperlinks
- Exporting to Office Applications

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes