

# Microsoft Office Project 2010: Advanced

## **Course Introduction**

4m

## **Unit 01 - Using Templates and Importing Data**

15m

Topic A: Working with Templates

Convert a Project to a Template

Demo - A-1: Creating a Template From a Completed Project

Create a Project from a Template

Demo - A-2: Creating a Project From a Template

Topic B: Creating Projects From Other Projects

Import Excel Data into a New Project

The Import Wizard

Demo - B-1: Creating a Project From an Excel Workbook

Unit 01 Review

## **Unit 02 - Managing a Project**

36m

Topic A: Setting Baselines

Save a Baseline Plan

Demo - A-1: Setting a Baseline

Update a Baseline Plan

Demo - A-2: Updating a Baseline Plan

Topic B: Updating an Active Project

Task Bars in Tracking Gantt View

Demo - B-1: Updating Completed Tasks

Update Actual Start and Finish Dates

Demo - B-2: Updating Actual Start and Finish Dates

Demo - B-3: Updating Tasks That Are in Progress

The Status Date

Demo - B-4: Marking Tasks as Being on Track with a Status Date

Demo - B-5: Updating the Actual Work Performed on a Task

Topic C: Monitoring Progress

The Earned Value Table

Display the Earned Value Table

Demo - C-1: Using the Earned Value Table

Progress in Network Diagram View

Demo - C-2: Checking Progress in Network Diagram View

Unit 02 Review

## **Unit 03 - Analyzing and Adjusting the Plan**

34m

Topic A: Analyzing the Plan

The Project Statistics Dialog Box

Demo - A-1: Viewing Project Statistics

Demo - A-2: Displaying Slippage in the Schedule

Topic B: Delays and Conflicts

Split a Task

Demo - B-1: Splitting a Task

Delay Resource Work

Demo - B-2: Delaying Work for a Resource

Assign Overtime to a Resource

Demo - B-3: Assigning Overtime and Extra Resources

Demo - B-4: Using the Task Inspector to Resolve Conflicts

Demo - B-5: Inactivating a Task

Topic C: Team Planner View  
Team Planner View  
Demo - C-1: Working with Team Planner View  
Demo - C-2: Formatting Team Planner View  
Unit 03 Review

## **Unit 04 - Working with Reports**

19m

Topic A: Standard Reports  
Report Formats  
Project Overview  
Current Activity  
Cost Reports  
Assignment Reports  
Workload Reports  
Custom Reports  
Demo - A-1: Creating Reports  
Create a Current Activity Report  
Demo - A-2: Creating a Current Activity Report  
Demo - A-3: Creating an Assignment Report  
Demo - A-4: Printing Project Information  
Save a Project as PDF or XPS File  
Topic B: Visual Reports  
A Visual Report  
Create a Visual Report  
Demo - B-1: Creating and Modifying a Visual Report  
Unit 04 Review

## **Unit 05 - Customizing Project**

41m

Topic A: Custom Views  
Create a Custom View  
Demo - A-1: Creating a Custom View  
Create a Combination View  
A Combination View  
Demo - A-2: Creating a Combination View  
Demo - A-3: Customizing the Quick Access Toolbar  
Topic B: Macros  
Record a Macro  
The Record Macro Dialog Box  
Demo - B-1: Creating a Macro  
Run a Macro  
Demo - B-2: Running a Macro  
Topic C: Gantt Chart Formatting  
Customize Bar Styles  
Customize Gantt Chart Text  
The Bar Styles Dialog Box  
Demo - C-1: Modifying Bar Styles  
Customize the Timescale  
The Timescale Dialog Box  
Demo - C-2: Customizing the Timescale  
Demo - C-3: Drawing Elements

Topic D: Custom Fields  
Lookup Table  
Create a Custom Text Field  
Demo - D-1: Creating a Custom Text Field  
Demo - D-2: Creating a Formula-driven Field  
Graphical Indicators Dialog Box  
Demo - D-3: Applying Graphical Indicators  
Unit 05 Review

### **Unit 06 - Managing Multiple Projects**

20m

Topic A: Consolidating and Sharing Projects  
Subproject in Master Project Task List  
Insert a Subproject  
Demo - A-1: Consolidating Project Files  
Link Tasks Across Projects  
Demo - A-2: Linking Tasks Across Projects  
Set Priority for Subproject or Task  
Demo - A-3: Assigning Project and Task Priorities  
The Organizer Dialog Box  
Share Project Elements Globally  
Demo - A-4: Sharing Custom Elements With All Projects  
Share Elements with Specific Projects  
Topic B: Sharing Resources Among Projects  
The Share Resources Dialog Box  
Share an External Resource Pool  
Demo - B-1: Sharing Resources With Other Projects  
Unit 06 Review

### **Unit 07 - Exchanging Project Information**

16m

Topic A: Collaboration  
Basic Project Server Connectivity  
Project Server Accounts  
Save a Project in a SharePoint Library  
Save & Send  
Topic B: Hyperlinks  
Link to Supporting Information  
Demo - B-1: Linking to Supporting Information  
Topic C: Exporting to Office Applications  
Export Data to Excel Workbook  
Demo - C-1: Exporting Project Data to an Excel Workbook  
Create a Picture of a Project  
Demo - C-2: Creating an Image to Share Project Information  
Unit 07 Review

**Total Duration: 3hrs 4m**