

Microsoft Project 2010

Level 2

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

The MS Project 2010 Level 2 course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

Good understanding of MS Project 2010 Level 1 or equivalent.

Documentation:

The following documentation is included with the course

- Microsoft Project 2010 Level 2 user guide
- Certificate of attendance

After attending you will be able to:

- Exchange Project Plan Data with other Applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information

Who should attend?

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.



Topics covered

Unit 1: Using templates and importing data

Topic A: Working with templates

Topic B: Creating projects from other programs

Unit 2: Managing a project

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

Unit 3: Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Delays and conflicts

Topic C: Team Planner view

Unit 4: Working with reports

Topic A: Standard reports

Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

Unit 6: Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

Unit 7: Exchanging project information

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz