

Microsoft Office Project 2010: Level 2

Objectives: You will manage and customise project plans during the implementation stage of a project.

Designed for: This course is designed anyone 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 customise those plans through the implementation stage of a project.

Prerequisites: Learners enrolling on this class should have the ability to create and update project plans using Microsoft Project 2010.

Course Content

Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Cost Data to an Excel Workbook
- Copy a Picture of the Project Plan Information

Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Field

Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Reporting Project Data Visually

- Create a Visual Report
- Customise a Visual Report
- Create a Visual Report Template

Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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