

Microsoft Project 2010 Basics

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Audience: Whether your role is a Project Manager, Project Scheduler, Supervisor or Team Lead or if you find yourself responsible for scheduling, estimating, coordinating, controlling, budgeting, staffing projects or supporting other users of Microsoft Project 2010 this is the right course for you! The goal of this course is to provide students with the knowledge and skills necessary to effectively plan, deploy and manage Microsoft Project 2010.

This course is suited for those using Microsoft Project 2010. We run Microsoft Project 2010.

Microsoft Project 2010 Basics

Unit 1: Getting started

Topic A: Project management concepts, terminology and best practices for success.

Topic B: Project Window, 2010 Environment to include Ribbon and Views

Topic C: Start and Open Project files. Identify interface components and GANTT chart elements.

Topic D: The Help window

Unit 2: Tasks

Topic A: Creating a task list, Working in manual and automatic scheduling mode and changing default scheduling mode

Topic B: Modifying a task list and adding summary and subtasks

Topic C: Overview of a Work Breakdown Structure (WBS), Creating the Work Breakdown Structure. Estimating Task Lengths and Entering Milestones

Unit 3: Task scheduling

Topic A: Task links

Topic B: Task relationships (linking and unlinking)

Topic C: Task options (lead time and lag time) Task constraints,

Prerequisites: Basic project management terminology and concepts, computer skills such as navigating in Windows, Word and Excel suggested, but not required.

Course Length: 6 – 12 hours each *varies, based on need.*

Tuition: Level 1 \$375

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Assessment & Customization

Call us today at 952.831.2960 or [click here](#) and get started with a complimentary assessment to create a customized learning plan customized to meet your exact learning

Unit 4: Resource management

Topic A: The base calendar and form views

Topic B: Resources and calendars. Working with timeline, copying timeline to other Office applications.

Topic C: Entering project costs, working with cost table and assigning resources to tasks

Unit 5: Views and tables

Topic A: Working with views in depth

Topic B: Working with tables

Unit 6: Filters, groups, and sorting

Topic A: Filters and custom filters

Topic B: Groups

Topic C: Sorting tasks and resources, displaying free slack

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules to include effort driven schedules to fine tune a project

Topic B: Handling resource conflicts

What's Next?? Advanced Project 2010

60 Days of Post-Course Support

Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.