Project 2010 Level 1U
Upgrade to Project 2010
3 hours
This course is currently under development and should be available in June 2012.

Is this course for you?

You have created project plans using Project 2007 or earlier versions and now need to upgrade your skills to work with Project 2010.

There is also a full-day course available for those who haven't used Project before.

This course doesn't cover the use of Project Server.

Pre-requisites

The course assumes that delegates are familiar with:
  basic Windows operations, including using a mouse and opening and saving files
  creating and tracking projects using a previous version of Microsoft Project (2007 or earlier)

Course duration

3 hours

Course objectives

At the end of the course, you will be able to set up a project file, build a schedule of tasks, print out project reports and track project progress using Project 2010.

Find your way round Project 2010
  The Project screen
  Access help
  Find where commands have gone

Set up a project
  Set a start date
  Create a project calendar
  Enter holidays
  Set Project options

Choose scheduling options
  Understand manual and automatic scheduling
  Create a manually scheduled project

Create a project schedule
  Enter task details
  Create project milestones
  Link tasks

Work with the Gantt Chart
  Find a project's critical path
  Inspect a task to understand its scheduling
  Zoom in or out of the project plan

Use the timeline
  Add a task to the timeline
  Copy the timeline

Work with resources
  Create resources
  Change resource calendar
  Assign resources to tasks
  Check workloads for resources
  (Project Professional only)
  Use the Team Planner to organise manually scheduled tasks

Track project progress
  Save a baseline
  Enter progress information
  Use the Tracking Gantt

This is a provisional course outline and may change