



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Project 2010: Level 2

Course Length: 1 Day

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Cost Data to an Excel Workbook

Topic 1C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Edit Tasks

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Field

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to Other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project