

## Microsoft Project 2010 FastPath

### Course length

1 day

### Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes delegates have some existing experience of Microsoft Project, or are migrating from another project management application. The recommended maximum is 8 delegates.

### What will I learn?

On completion of the course delegates will be able to:

- Apply project management concepts
- Start Microsoft Project 2010, open an existing file
- Use the Office Assistant
- Create, save, and close a new project file, and exit Microsoft Project 2010
- Create a task list, modify the task list
- Create the Work Breakdown Structure (WBS), and view, define, and apply WBS codes
- Create task links, and add lead time, e2010lore Network Diagram view, modify task links, and add advanced task information
- Use the Change Working Time dialog box to create a new base calendar, task calendar, and resource calendar
- Use Resource Sheet view to enter resource information, assign resources to tasks, and work with resource costs
- Examine and customize Calendar view, and customize Gantt Chart and Network Diagram views
- Edit task constraints, edit an effort-driven schedule, and identify and resolve resource overallocation
- Use standard filters and AutoFilters to view data, create a custom filter, use predefined groups, and create a custom group, and sort tasks and resources
- Save a baseline plan, update the progress of a task, display the Earned Value table, and use Network Diagram view
- Format a project file, use the drawing tools, print views and reports, and create Custom and Crosstab reports

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.



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## Course contents

### Define MS Project Default Settings

Understanding Default Settings  
Working with AutoSave

### Build and edit a project plan

Building and Editing a Project  
Estimating Task Durations Structuring Projects

### Create and assign resources

Fundamentals of multi-project management  
Creating and Assigning Resources

### Track actual progress

Managing and updating actuals  
Overview of filters, views and reports  
Printing

### Manage project costs

Managing project costs  
Defining multiple resource rates  
Assigning fixed costs to tasks

### Resolve over allocations

Fundamentals of resolving over allocations  
Resource contouring  
Splitting tasks

## How do I book?



Call us now on 020 8658 6994



Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)



Download our public course schedule