# Project 2010: Advanced

## Topic-Level Outline

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**Days:** 1
**Prerequisites:** *Project 2010: Basic* or equivalent experience

**Unit 1: Using templates and importing data**
- **Topic A:** Working with templates
- **Topic B:** Creating projects from other programs

**Unit 2: Managing a project**
- **Topic A:** Setting baselines
- **Topic B:** Updating an active project
- **Topic C:** Monitoring progress

**Unit 3: Analyzing and adjusting the plan**
- **Topic A:** Analyzing the plan
- **Topic B:** Delays and conflicts
- **Topic C:** Team Planner view

**Unit 4: Working with reports**
- **Topic A:** Standard reports
- **Topic B:** Visual reports

**Unit 5: Customizing Project**
- **Topic A:** Custom views
- **Topic B:** Macros
- **Topic C:** Gantt chart formatting
- **Topic D:** Custom fields

**Unit 6: Managing multiple projects**
- **Topic A:** Consolidating and sharing projects
- **Topic B:** Sharing resources among projects

**Unit 7: Exchanging project information**
- **Topic A:** Collaboration
- **Topic B:** Hyperlinks
- **Topic C:** Exporting to Office applications