Project 2010: Advanced

Topic-Level Outline

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