

# Course Outline



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## Microsoft Project 2010 Level 2

### Course Description:

In this course you will exchange project plan data with other applications, update a project plan, manage project costs, report project data visually and reuse project plan information.

### Pre-requisites:

Before starting this course, students are recommended to take the following PTR course or have equivalent knowledge: Microsoft Project 2010: Level 1.

### Course Content:

- **Exchanging Project Plan Data with Other Applications**
  - Import Project Information
  - Export Project Plan Cost Data to an Excel Workbook
  - Copy a Picture of the Project Plan Information
- **Updating a Project Plan**
  - Enter Task Progress
  - Enter Overtime Work
  - Edit Tasks
  - Reschedule a Task
  - Filter Tasks
  - Set an Interim Plan
  - Create a Custom Table
  - Create a Custom Field

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- **Managing Project Costs**
  - Update Cost Rate Tables
  - Group Costs
  - Link Documents to a Project Plan
- **Reporting Project Data Visually**
  - Create a Visual Report
  - Customize a Visual Report
  - Create a Visual Report Template
- **Reusing Project Plan Information**
  - Create a Project Plan Template
  - Create a Custom View
  - Make Custom Views Available to Other Project Plans
  - Share Resources
  - Create a Master Project

**Course Duration:**

**1 Days**

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