

# Project 2010 Level 2

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1-day course  
Course Code M102

**Who should attend?** This one day course is intended for participants who are familiar with Microsoft Office Project 2010.

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**Prerequisites** Microsoft Office Project 2010 – Level 1

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**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Customize Microsoft Project elements including tables, views and reports
- Use sample templates, create custom templates, and use the Organizer to manage project elements
- Work with progress lines, Earned Value tables, and Visual Reports
- Use and create Import/Export maps
- Create master projects, insert and work with subprojects, and create links to external tasks
- Assign tasks to resources from a resource pool, modify resource information, and update the resource pool
- Work with rollup task bars, hyperlinks, custom WBS codes, macros, and visual reports

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**Course Content** **Customizing Tables, Views, and Reports**  
Customizing Project Elements; Custom Tables; Custom Views; Custom Reports

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**Working with Templates**  
Sample Templates; Custom Templates; The Organizer

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**Tracking and Analyzing Project Data**  
Progress Lines; Earned Value Analysis; Custom Visual Reports

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**Importing and Exporting Data**  
Importing and Exporting Files; Using Import/Export Maps

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**Working with Multiple Projects**  
Master Projects and Subprojects; Working with Multiple Projects; Linking Tasks Across Projects

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**Resource Pools**  
Resource Pools; Working with Resource Pools

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**Additional Features**  
Rollup Task Bars; Hyperlinks; Custom WBS Codes; Macros

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