Full Circle COMPUTING
Training that fits

MICROSOFT PROJECT 2010
ADVANCED

Reviewing Project Basics

- Working with Tasks
- Organizing Tasks
- Scheduling Tasks
- Working with Views

Working with Calendars

- Using Calendars
- Modifying Individual Resource Calendars
- Modifying a Calendar - Project Guide
- Changing Resource Availability Over Time
- Creating a Base Calendar
- Assigning a Base Calendar to Resources
- Assigning a Base Calendar to a Project
- Assigning a Calendar to a Task

Adjusting Resources

- Addressing Resource Overallocation
- Viewing Resource Usage
- Resolving Conflicts by Increasing Units
- Leveling a Resource
- Specifying Leveling Timeframes
- Changing the Leveling Order
- Leveling by Entering a Delay Amount
- Clearing Leveling
- Splitting a Task
- Changing Leveling to Automatic
- Setting Task Level Priority

Working with The Critical Path

- Viewing the Critical Path
- Viewing Slack
- Shortening the Critical Path
- Assigning Overtime to a Task

Working with Baselines

- Using Baseline Tables
- Saving & Updating a Project Baseline
- Using the Tracking Gantt
- Updating Tasks in a Baseline
- Saving Additional Baselines
- Saving a Project Interim Plan
- Clearing a Baseline

Tracking Your Progress

- Updating a Completed Task
- Setting the Status Date
- Updating a Task on & Not on Schedule
- Viewing Slippage
- Entering the Percent Complete
- Entering Completed & Remaining Work
- Entering Actual & Remaining Durations
- Entering Timephased Work Values
- Rescheduling Uncompleted Work
- Checking Progress with the Project Guide
- Applying Progress Lines
- Viewing Summary Information

Evaluating & Distributing Data

- Viewing Earned Value Data
- Viewing Earned Value Indicators
- Viewing Costs with the Project Guide
- Creating a Report
- Creating a Custom Report
- Creating a Crosstab Report
- Using the Print Preview Window
- Changing Page Setup Options
- Printing a Report

Finalizing A Project

- Marking Tasks Complete
- Correcting Actual Data
- Analyzing Final Data
- Using Final Data in a New Project
- Copying Task Names to a New Project