



# Delta Learning



**Quality** is Advantage

# *Microsoft Office Project 2010*

**Course duration: 24 academic hours**

**Exam code: 70-178**

This course provides students with the knowledge and skills how to plan project components agrees on format of Microsoft Project using. How to enter orders, determine the length, connect with each other, string resources and etc. As well as control project progress and expenditures.

## Prerequisites of the Course

To fully benefit from this course attendants are required to have a basic working knowledge of Microsoft Windows, Microsoft Word and Microsoft Excel

## Course Objectives

After completing this course, you will be able to:

- 🔄 **Creating and Defining Projects**
- 🔄 **Working with Estimates and Dependencies**
- 🔄 **Working With Resources**
- 🔄 **Analyzing Resource Utilization**
- 🔄 **Tracking Progress**

## Course Outline

### **Module 1: Getting Started with Microsoft Office Project 2010**

- 🔄 Understanding the Nature of Projects
- 🔄 Discovering Project 2010
- 🔄 Understanding Project 2010 File Types
- 🔄 Navigating the Project 2010 Interface

- 🔄 Getting Help and Guidance
- 🔄 Configuring Options

## **Module 2: Creating and Defining Projects**

- 🔄 Creating and Saving Projects
- 🔄 Defining Properties and Options
- 🔄 Creating and Organizing the Task List
- 🔄 Importing Data
- 🔄 Modifying and Applying Calendars
- 🔄 Setting Scheduling Options

### Lab 2: Creating and Defining Projects

- 🔄 Entering Project and File Properties
- 🔄 Setting Appropriate Schedule Options
- 🔄 Setting Corporate Holidays
- 🔄 Importing Data from Office Excel
- 🔄 Update a Task List
- 🔄 Creating a Multilevel Outline

## **Module 3: Working with Estimates and Dependencies**

- 🔄 Entering Task Estimates
- 🔄 Using A PERT Analysis to Estimate Task Duration
- 🔄 Linking and Unlinking Tasks by Using the Gantt Chart View
- 🔄 Linking and Unlinking Tasks by Using the Network Diagram View
- 🔄 Adding Lag or Lead Time to a Linked Task

### Lab 3: Working with Estimates and Dependencies

- 🔄 Entering a Duration or Work Estimate
- 🔄 Creating Links Between Tasks

- Adding Lag or Lead Times
- Displaying Links in Network Diagram View

## **Module 4: Working with Deadlines, Constraints, and Task Calendars**

- Introducing Deadlines, Constraints, and Task Calendars
- Creating and Modifying Deadlines
- Creating and Modifying Constraints
- Creating and Modifying Task Calendars
- Identifying Critical Tasks
- Working with Task Driver

### Lab 4: Working with Deadlines, Constraints, and Task Calendars

- Displaying the Critical Path
  - Setting a Deadline and Constraint
  - Responding to Situations Triggered by Deadlines and Constraints
  - Creating and Apply a Task Calendar to Meet a Deadline
  - Finding and Removing Constraints in a Schedule
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- After completing this module, students will be able to:
  - Introduce deadlines, constraints, and task calendars.
  - Create and modify deadlines, constraints and task calendars.
  - Identify critical tasks
  - Work with Task Drivers.

## **Module 5: Working With Resources**

- Introducing Resources, Assignments, and Budgeting
- Adding Resources to the Resource Sheet

- 🔄 Creating and Modifying Resource Assignments
- 🔄 Entering Project Budgets

#### Lab 5: Working with Resources

- 🔄 Adding Resources to the Resource Sheet View
- 🔄 Creating and Modifying Resource Assignments
- 🔄 Entering Project Costs and Project Budgets

### **Module 6: Predicting Behavior by Using Task Types and the Scheduling Formula**

- 🔄 Using Task Types and the Scheduling Formula
- 🔄 Changing Variables and Predicting Behavior
- 🔄 Applying Task Types to Produce Predictable Behavior
- 🔄 Special Situations with Effort-Driven Scheduling

#### Lab 6: Understanding Task Types and the Scheduling Formula

- 🔄 Identifying the Fixed Variable in a Task and How It Affects the Scheduling Formula
- 🔄 Making Decisions about Task Type and Effort-Driven Settings
- 🔄 Predicting the Scheduling Formula When Changing Variables

### **Module 7: Customizing and Formatting**

- 🔄 Formatting Screen Elements
- 🔄 Creating and Modifying Templates
- 🔄 Creating and Modifying Fields, Tables, and Formulas
- 🔄 Creating and Modifying Filters and Groups
- 🔄 Creating and Modifying Custom Views

#### Lab 7: Customizing and Formatting

- 🔄 Modifying a Template to Include Corporate Standards
- 🔄 Creating Simple and Complex Custom Fields

- 🔄 Populating a New Table with Existing and Custom Fields
- 🔄 Developing a New Filter And Group
- 🔄 Moving an Object from a Project to the Global.mpp File

## **Module 8: Analyzing Resource Utilization**

- 🔄 Introducing Resource Utilization Concepts
- 🔄 Viewing Resource Assignments, Allocation, and Utilization
- 🔄 Managing Resource Availability
- 🔄 Optimizing and Leveling Resource Assignments

### Lab 8: Analyzing Resource Utilization

- 🔄 Reading and Interpreting Resource Allocation Views
- 🔄 Changing Resource Availability and Interpreting Results
- 🔄 Identifying and Correcting Causes of Resource Over allocation

## **Module 9: Tracking Progress**

- 🔄 Working With Baselines
- 🔄 Entering Duration Updates
- 🔄 Entering Work Updates
- 🔄 Entering Cost Updates
- 🔄 Discovering Variances
- 🔄 Troubleshooting and Getting Back on Track

### Lab 9: Tracking Progress

- 🔄 Setting and Revising a Baseline
- 🔄 Entering Actual Results Updates for Tasks and Resources
- 🔄 Controlling Projects by Finding Variance and Suggesting Corrective Action

- 🔄 Applying Techniques to Shorten Duration, Reduce Work, and Reduce Cost

## **Module 10: Creating Reports**

- 🔄 Selecting, Editing, and Creating Basic Reports
- 🔄 Configuring Print and Page Setup Options
- 🔄 Setting Options to Correct Printing Issues
- 🔄 Exporting Reporting Data
- 🔄 Creating and Modifying Visual Reports

### Lab 10: Creating Reports

- 🔄 Applying Solutions to Various Printing Scenarios
- 🔄 Running Basic Reports That Summarize Data by Project, by Resource, by Task, or by Cost
- 🔄 Developing a New Basic Report
- 🔄 Exporting Data by Using a Custom Map to Merge with Data in an Existing Excel Spreadsheet
- 🔄 Running Visual Reports That Summarize Data by Project, by Resource, by Task, or by Cost
- 🔄 Developing a New Visual Report Template

## **Module 11: Managing Multiple Projects**

- 🔄 Introducing Management of Multiple Projects
- 🔄 Creating Master Projects
- 🔄 Creating Links Between Projects
- 🔄 Calculating Single or Multiple Critical Paths
- 🔄 Saving and Opening Multiple Projects
- 🔄 Sharing Resources and Analyzing Resource Utilization Across Multiple Projects

### Lab 11: Managing Multiple Projects

- 🔄 Inserting Subprojects into a Master Project

- 🔄 Creating Links Across Projects and Managing Changes to Linked Tasks
- 🔄 Displaying the Critical Path in a Master Project
- 🔄 Creating and Sharing a Resource Pool
- 🔄 Reading and Interpreting Resource Usage Across Multiple Projects

## Associate certifications:

Microsoft Certified Application Specialist (**MCAS**)

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