



Microsoft Project 2010

Level 2



INFocus COURSEWARE

Level Series

Order Code: INF1065 ISBN: 978-1-921342-03-5

❖ General Description

This course aims to provide the learner with skills in **Microsoft Project 2010** beyond the basics and covers topics such as project scheduling, resource allocation problem solving, entering and tracking costs, Gantt chart printing, and project formatting.

❖ Learning Outcomes

At the completion of this course you should be able to:

- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- work more productively with views in **Microsoft Project**
- work with tables in **Microsoft Project**
- work with some of the features that allow you to control your data
- format projects to make them more appealing and relevant
- print data from **Gantt Charts** in a variety of ways and presentations

❖ Target Audience

Microsoft Project 2010 Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

❖ Prerequisites

Microsoft Project 2010 Level 2 assumes that the learner can create basic and simple projects using Microsoft Project. It is also be beneficial for the learner to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages/Duration

122 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ Student Files

Many of the topics in **Microsoft Project 2010 Level 2** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1065**.

❖ Methodology

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence



*Need more?
Here's a
suggested
learning path
based on this
title...*

Previous title... INF1064 Microsoft Project 2010 Level 1

This title... INF1065 Microsoft Project 2010 Level 2

Then... INF1066 Microsoft Project 2010 Level 3

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, November 14, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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Contents

➤ Resource Levelling

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- ✓ Creating Resource Chaos
- ✓ Tracking Down Over Allocations
- ✓ Checking Resource Usage
- ✓ Creating An Over Allocation Report
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- ✓ Entering Variable Costs
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➤ Project Tracking

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➤ Tables

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- ✓ Getting The Right Report Fit
- ✓ Printing To PDF

➤ Concluding Remarks



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