



Microsoft Project 2010

Level 3



INFOCUS COURSEWARE

Level Series

Order Code: INF1066 ISBN: 978-1-925121-81-0

❖ General Description

This course aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and automating operations with VBA.

❖ Learning Outcomes

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

- use the predefined reports that have been built into **Microsoft Project**
- work with and create project templates
- work with and link multiple projects in **Microsoft Project 2010**
- create shared resources for use amongst multiple projects
- downsize large project files into more manageable entities
- export project data to other applications
- create **VBA** macros to automate operations in a project file

❖ Target Audience

Microsoft Project 2010 Level 3 is designed for users who are keen to extend their understanding and knowledge of Microsoft Project to advanced levels.

❖ Prerequisites

Microsoft Project 2010 Level 3 assumes a good understanding of creating projects, scheduling, and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

❖ Pages/Duration

102 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 3** 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 **INF1066**.

❖ 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

Previous title... INF1065 Microsoft Project 2010 Level 2

This title... **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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➤ Concluding Remarks



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