



## **P r o j e c t   2 0 1 0 : L e v e l 2**

Topic-Level Outline

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**Days:** 1

**Prerequisites:** *Windows XP: Basic, Windows Vista: Basic*, or equivalent

### **Table Of Contents:**

Unit 1: Using templates and importing data

Topic A: Working with templates

Topic B: Creating projects from other programs

Unit 2: Managing a project

Topic A: Setting baselines

Topic B: Updating an active project

Topic C: Monitoring progress

Unit 3: Analyzing and adjusting the plan

Topic A: Analyzing the plan

Topic B: Delays and conflicts

Topic C: Team Planner view

Unit 4: Working with reports

Topic A: Standard reports

Topic B: Visual reports

Unit 5: Customizing Project

Topic A: Custom views

Topic B: Macros

Topic C: Gantt chart formatting

Topic D: Custom fields

Unit 6: Managing multiple projects

Topic A: Consolidating and sharing projects

Topic B: Sharing resources among projects

Unit 7: Exchanging project information

Topic A: Collaboration

Topic B: Hyperlinks

Topic C: Exporting to Office applications

