bravura

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Microsoft Project 2010 Advanced

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand! Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Project in a single day**.

Our exclusive time-proven *(since 1994)* adult learning system eliminates overload and promotes developing practical skills with our incremental approach to learning. Create and manage a flexible class schedule where you choose from convenient sessions running two hours in length; mornings, afternoons, evenings or Saturdays. No-Wait Start Dates means you can begin immediately. We recommend no more than four hours in a given day. .All sessions are professional led by top notch industry experts who are fully certified. You'll experience a one-of-kind professional and engaging learning environment that is flexible, valuable, relevant and personal to your exact needs. **It's time to get stop settling for one-day, all-day classes.** *Join the 40,000 students who have made Bravura their technology training partner.*

Call us today at 952.831.2960 or click here.

Audience: Whether your role is a Project Manager, Project Scheduler, Supervisor or Team Lead or if you find yourself responsible for scheduling, estimating, coordinating, controlling, budgeting, staffing projects or supporting other users of Microsoft Project 2010 this is the right course for you! The goal of this course is to provide students with the advanced skills that allow you to manage the project with complete customization and best utilization of all tools.

This course is suited for those using Microsoft Project 2010. We run Microsoft Project 2010.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:

Microsoft Project 2010 Basics

Course Length: 6 – 12 hours each *varies, based on need.*

Tuition: Level 1 $375

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for Schedule

Assessment & Customization
Call us today at 952.831.2960 or click here and get started with a complimentary assessment to create a customized learning plan customized to meet your exact learning

Microsoft Project 2010 Advanced
Unit Error! Bookmark not defined.Error! Bookmark not defined.: **Using templates and importing data**
  Topic Error! Bookmark not defined.**:** Applying templates and converting a project to a template
  Topic Error! Bookmark not defined.**:** Importing and creating projects from other programs
*Unit Error! Bookmark not defined.Error! Bookmark not defined.:***Managing a project**
  Topic Error! Bookmark not defined.**:** Creating, saving and updating a baseline plan and understanding Critical Path Method.
  Topic Error! Bookmark not defined.**:** Updating an active project
  Topic Error! Bookmark not defined.**:** Monitoring progress by comparing actual progress to baseline
Unit Error! Bookmark not defined.Error! Bookmark not defined.: **Analyzing and adjusting the plan**
  Topic Error! Bookmark not defined.**:** Analyzing the plan, updating actual start and finish dates, setting status dates and updating tasks

  Topic Error! Bookmark not defined.**:** Delays and conflicts and updating actual work performed, splitting tasks, assigning overtime, using Task Inspector to resolve conflicts
  Topic Error! Bookmark not defined.**:** Team Planner View to Manage Project
Unit Error! Bookmark not defined.Error! Bookmark not defined.: **Working with reports**
  Topic Error! Bookmark not defined.**:** Creating reports, printing project information, savings as a PDF or XPS
  Topic Error! Bookmark not defined.**:** Creating and modifying Visual reports
Unit Error! Bookmark not defined.Error! Bookmark not defined.: **Customizing Project**
  Topic Error! Bookmark not defined.**:**Customizing Views, creating combination Views
  Topic Error! Bookmark not defined.**:** Recording and running a MACRO
  Topic Error! Bookmark not defined.**:** Customizing Gantt chart elements
  Topic Error! Bookmark not defined.**:** Creating custom fields and applying formula's to custom fields and applying graphical indicators

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***Unit** Error! Bookmark not defined.Error! Bookmark not*
defined.: **Managing**
multiple projects

Topic Error! Bookmark not defined.**:** Consolidating
and sharing projects, working with Master projects,
inserting subprojects, linking tasks across projects, setting
task priorities,

Topic Error! Bookmark not defined.**:** Sharing custom
elements with other projects

***Unit** Error! Bookmark not defined.Error! Bookmark not*
defined.: **Exchanging**
project information

Topic Error! Bookmark not defined.**:** Collaboration

Topic Error! Bookmark not defined.**:** Hyperlinks to
supporting documents for the project

Topic Error! Bookmark not defined.**:** Exporting to
Office applications and creating an image of the project for
sharing with project stakeholders

What's Next?? **Advanced Project 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks
covered in your course via email, remote or in our classrooms.