



Course Syllabus

What's New Microsoft Project 2010

Course Overview

This course focuses entirely on the new features in Microsoft Project 2010. Users of earlier versions of Microsoft Project will find that Microsoft Project 2010 introduces exciting new features representing profound changes to the software functionality. These significant new features combine with numerous smaller and more subtle enhancements to make this version the most dramatically changed in more than a decade. This hands-on, interactive course teaches you how to effectively use each of the new features in a project management environment. We also include tips, tricks, and best practices for using these new features.

After registering for this course, each student receives the following:

- A copy of the 272-page *What's New Study Guide, Microsoft Project 2010*
- Sample files for all of the Hands On Exercises

For courses taken via Cyberspace, each participant must use his/her own computer to access the virtual training environment. A high-speed Internet connection is recommended. Participants **do not** need to have Microsoft Project 2010 installed on their own computers in order to participate in the Hands On Exercises, since the virtual training environment has Microsoft Project 2010 installed for class use.

Target Audience

Everyone who has used Microsoft Project 2007 previously and wants to learn how to effectively use the new features of Microsoft Project 2010 should take this course. Users of earlier versions of Microsoft Project (such as the 2000, 2002, or 2003 versions) may benefit from the course as well; however, this course does not cover new features added in Microsoft Project 2007 and retained in the 2010 version of the software. This course focuses solely on the new features added in Microsoft Project 2010.

Pre-Requisites

The minimum requirement for this course is significant hands-on experience with a recent version of Microsoft Project, preferably the 2007 version. If you have never used Microsoft Project, you should not take this course.

Learning Objectives

After completing this course, you will be able to:

- Describe the new features of Microsoft Project 2010
- Navigate the new Microsoft Project 2010 user interface
- Describe the new views, tables, filters and groups in Microsoft Project 2010
- Effectively use the new features in Microsoft Project 2010 for defining, planning, executing, reporting on, and closing a project

Topical Outline

Module 01: What's New – Microsoft Project 2010 User Interface

Introducing Microsoft Project 2010

Understanding the Ribbon

Using the Task Ribbon

Using the Resource Ribbon

Using the Project Ribbon

Using the View Ribbon

Using the Format Ribbon

Collapsing the Ribbon

Using the Backstage (File Tab)

Using Navigation Features

Using Shortcut Menus

Using Built-In Keyboard Shortcuts

Zooming the Timescale Bar

Using the Zoom Slider

Customizing the User Interface

Customizing the Ribbon

Customizing the Quick Access Toolbar

Importing/Exporting a Custom Ribbon

Module 02: What's New – Views, Tables, Filters, and Groups

Reviewing the Microsoft Project Data Model

Understanding New Views

Applying a View

Understanding Changes to the Default Tables

Applying a Table

Understanding New Filters

Applying a Standard Filter

Applying a Highlight Filter

Understanding New Groups

Applying a Group

Module 03: What's New – Project Planning

Creating a New Project from a Template

Creating a New Project from a SharePoint Task List

Creating a New Project Using an Office.com Template

Defining a New Project

Setting Project Options

Setting the Task Mode Option

Setting Options in the Project Options Dialog

Setting General Options

Setting Display Options

Setting Schedule Options

Setting Proofing Options

Setting Save Options

Setting Language Options

Setting Advanced Options

Setting Add-Ins Options

Setting Trust Center Options

Saving a Project as an Alternate File Type

Saving a Project File as a PDF or XPS Document

Understanding Reduced Functionality with Older Project File Formats

Opening a Project Created in an Older Version of Microsoft Project

Saving a Project to SharePoint

Sharing a Project via E-Mail

Module 04: What's New – Task Planning

Auto-Wrapping Task Names

Inserting Summary Tasks

Inserting a Summary Task for Selected Tasks

Inserting a Milestone Task

Using Manually Scheduled Tasks

Linking Manually Scheduled Tasks

Understanding Schedule Warnings and Suggestions

Using the Respect Links Feature

Using the Task Inspector

Creating a Manually Scheduled Summary Task

Understanding Task Scheduling Changes

Module 05: What's New – Resource and Assignment Planning

Inserting New Resources in the Resource Sheet View

Assigning Resources to Tasks

Using the Task Entry View

Using the Assign Resources Dialog

Using the Team Planner View

Leveling an Overallocated Resource in the Team Planner View

Dragging Tasks in the Team Planner View

Changing Schedule Information in the Team Planner View

Customizing the Team Planner View

Printing the Team Planner View

Detecting and Resolving Resource Overallocations

Module 06: What's New – Project Execution

Rescheduling an Unstarted Project

Rescheduling a Task

Setting Tasks to Inactive Understanding

the Peak Field Synchronizing with a

SharePoint Tasks List

Adding Fields to the Task Synchronization Process

Reporting Progress Using a SharePoint Tasks List

Module 07: What's New – Reporting

Using Enhanced Copy and Paste

Understanding New Fields

- Using the Active Field
- Using the Task Mode Field
- Using the Scheduled Fields
- Using the Warning Field
- Using the Baseline Estimated Fields

Formatting the Gantt Chart

- Using the Format Tools
- Using the Columns Tools
- Using the Bar Styles Tools
- Using the Gantt Chart Style Tools
- Using the Show/Hide Tools
- Using the Drawing Tools

Formatting Other Views

Using the Timeline with the Gantt Chart View

- Adding a Task to the Timeline
- Formatting the Timeline View
- Adding Tasks Using the Contextual Format Ribbon
- Exporting the Timeline View

Creating a New View

- Creating a New Table
- Creating a New Filter
- Creating a New Group
- Creating the New View

Using the Add New Column Feature

Creating a New View by Customizing an Existing View

- Resetting a Default View after Customization

Using Visual Reports Improvements

Using New Features in the Compare Project Versions Tool