

# Project 2010 Advanced Workshop

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Your participants will learn how to use the advanced features of Project 2010. This workshop is designed to teach you a basic understanding of Project 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

Project 2010 has been completely redesigned, and we must say, we're pretty excited! Whether you've been using Project for years, or haven't opened it yet, you'll appreciate this course's information on using the new interface. Of course, we'll also work through the basics, including how to create projects, add tasks and resources, and customize your view.

## Workshop Objectives:

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- Split the view
- Sort, group, and filter tasks
- Understand task indicators
- Assign a resource calendar
- Customize a resource calendar
- Apply predefined resource contours
- Specify resource availability
- Group resources
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- and actual costs
- View project statistics and costs
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Save an interim plan
- Customize a basic or visual report
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool



For more information on this workshop or to reserve your spot, please contact:

Zelna Naude – 082 786 5690 – [zelna@boekhoukursusse.co.za](mailto:zelna@boekhoukursusse.co.za)