

# Project 2010 Expert Workshop

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Your participants will learn how to use the advanced features of Project 2010. This workshop is designed to go beyond a basic understanding and to explore the more advanced features 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! You will be covering some of the more advanced tasks like working with custom fields, in-depth resource management, and performance measurements.

## Workshop Objectives:

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- Set general, display, calendar, schedule, proofing, saving, and language options
- Customize the Ribbon and the Quick Access Toolbar
- Set defaults for task types and assignment units
- Create a template from a completed project
- Use existing projects, Microsoft SharePoint task lists, and Excel Workbooks to create projects
- Understand types of custom fields
- Create custom task, resource, and project fields
- Use a lookup table
- Create basic formulas



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

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