

# Project 2010 Essentials Workshop

---

The participants will learn how to use the basic 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 advance features right on a computer.

Project 2010 is a sophisticated project management software that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analyzing workloads for projects.

## Workshop Objectives:

---

- Open and close Project
- Understand the Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Link and unlink tasks
- Create summary and sub tasks
- Create recurring tasks
- Create a baseline
- Update tasks and update the project
- Understand the Project Status date
- View the critical path
- Use change highlighting
- Create basic and visual reports
- Compare projects
- Check spelling
- Use the Page Setup Dialog
- Print a project
- Email a project
- Create a PDF of the project



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

Amaztech Training and Development

Tel: 031 262 7863 Fax: 086 643 5973

Cell: 082 772 3566

Email: [info@amaztech.co.za](mailto:info@amaztech.co.za)

Web: [www.amaztech.co.za](http://www.amaztech.co.za)