



```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
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}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion
  
- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft  
Project 2010 - Training Classes in Houston, Texas

Microsoft Project 2010: Level  
1

Training Course Content

Lesson 1: Getting Started  
with Microsoft Project

Â

Topic 1A: Explore the Microsoft Project  
2010 Environment

Topic 1B: Display an  
Existing Project Plan in Different Views

Â

Lesson 2: Creating a  
Project Plan

Â

Topic 2A:

## Create a Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to a Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E:  
Add Resources to a Project Plan

Â

Lesson 3: Managing Tasks in a Project Plan

Â

Topic 3A:  
Outline Tasks

Topic 3B: Link Dependent Tasks

Topic  
3C: Set Task Constraints and Deadlines

Topic 3D: Add Notes to a Task

Topic 3E: Add a Recurring Task

Â

Lesson 4: Managing Resources in a Project Plan

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Topic  
4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Enter Costs for Resources

Topic 4D:  
Resolve Resource Conflicts

Â

Lesson 5: Finalizing a Project Plan

Â

Topic 5A: Shorten a Project Using the Critical Path

Topic 5B: Set a Baseline

Topic 5C: Print a Project  
Summary Report

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Appendix A: Create a Schedule  
in Microsoft Project 2010

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Microsoft Project 2010: Level 2

Training Course Content

Lesson 1: Exchanging Project  
Plan Data with Other Applications

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Topic 1A: Import Project  
Information

Topic  
1B: Export Project Plan Cost Data to an  
Excel Workbook

Topic 1C: Copy a  
Picture of the Project Plan Information