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Microsoft Project 2010, Managing Projects

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QUESTION 1

You use Microsoft Project Professional 2010 to manage an engineering project according to the schedule as shown in the exhibit. (Click the Exhibit button.)

Originally, Adam Barr was assigned 75 percent units for 3 days. Adam worked for 8 hours on the first day and informed you that he needs an additional 9 hours of work to finish.

You update the schedule. What percentage of units should be reflected in the schedule by Adam\\'s workload? (To answer, drag the appropriate units to the correct locations in the answer area.)

Select and Place:

Correct Answer:

QUESTION 2

You need to create a new project schedule by using tasks from an existing project. You need to achieve this goal without inheriting actual hours from the existing project. What would you do first?

A. On the File menu in Project 2010, use one of the existing templates.

B. Save the task list in Microsoft Excel and use the Project Import Wizard.

C. Open the previously saved project schedule and save it as a template.

D. Save the task list as a Microsoft Excel template.

Correct Answer: C

QUESTION 3

You receive approval for a project plan that is yet to start.

You need to ensure that all project tasks start no earlier than September 13, 2010.

Which project level field should you set?

A. Change the Status Date field to 9/13/2010.

B. In the Current Date field, type 9/13/2010.

C. In the Start Date field, type 9/13/2010.

D. Change the calendar type in the Project Options dialog box.

Correct Answer: C

QUESTION 4

The first major phase of your project is scheduled for a duration of 45 days. However, you do not have task information for other phases. You need to indicate that the duration of the entire project is 200 days. What should you do?

A. Select the Project Summary Task option.

B. Select the Summary Tasks option.

C. Create a manually scheduled summary task.

D. Update the project calendar.

Correct Answer: C

QUESTION 5

You have a list of tasks in Microsoft Excel 2010.

You need to create a Microsoft Project 2010 schedule that maintains the order of the tasks.

Which two actions could you perform? (Each correct answer presents a complete solution. Choose two.)

A. From Excel 2010, save the file by using the .mpp file extension.

B. From Project 2010, use the New from Excel workbook wizard.

C. From Project 2010, use the Open command and select the Excel file.

D. From Excel 2010, save the file by using the .mpt file extension.

Correct Answer: BC

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