



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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QUESTION 1

Every time you create a new task within your project schedule, Project 2010 automatically adds a dependency to the new task. You need to turn off the feature that triggers the dependency to be automatically added.

What should you do?

- A. On the Advanced tab of the Project 2010 options, clear the Move selection after enter check box.
- B. On the Schedule tab of the Project 2010 options, clear the Autolink inserted or moved tasks check box.
- C. On the Advanced tab of the Project 2010 options, select the Ask to update automatic links check box.
- D. Highlight all tasks and select Respect Links.

Correct Answer: B

QUESTION 2

Your project has a part-time resource who works 4 hours a day from Monday through Thursday.

You need to ensure that your project plan accommodates the part-time resource.

What should you do?

- A. Update the base project calendar.
- B. Change the working time for the resource.
- C. Change the maximum units for the resource.
- D. Assign the resource only to tasks that are scheduled on the working days.

Correct Answer: B

QUESTION 3

Five resources work full time on the project. Standard working hours are eight hours a day from Monday through Friday.

John, a team member, asks to take Thursday off from work. He will work on Saturday to adjust this time.

You need to ensure that the change in John's working time is reflected in the project schedule.

What should you do?

- A. Update the resource calendar for John by making Thursday as a non-working day and Saturday as a working day.
- B. In the Resource Information window for John, select the inactive option for Thursday and cancel the selection of the



inactive option for Saturday.

C. Update the project calendar for John by making Thursday as a non-working day and Saturday as a working day.

D. In the Resource Information window for John, change John's availability by modifying the Available From and Available To dates for Thursday to 0 percent and for Saturday to 100 percent.

Correct Answer: A

QUESTION 4

You use bottom-up scheduling. You need to group four consecutive tasks in a major phase. You highlight the four tasks. Which command should you use?

A. Outdent

B. Fill Down

C. Insert Summary

D. Move Task

Correct Answer: C

QUESTION 5

You receive an e-mail message that contains a list of tasks. You need to create a new project schedule from the list of tasks.

What should you do first?

A. Open a previously saved Project 2010 file and save it as a blank template.

B. Create a list of tasks in Microsoft Excel, and save the file by using the .mpt file extension.

C. Create a new file in Project 2010 and paste the list of tasks.

D. Create a new template file in Project 2010.

Correct Answer: C

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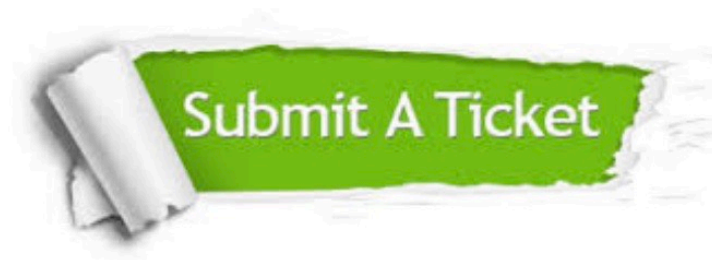
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