



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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QUESTION 1

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 2

You need to be able to send the custom Quick Access Toolbar to all users. What should you do?

- A. Use the Reset all customizations option.
- B. Use the Organizer tool.
- C. Save the project as a Project 2010 template (.mpt) file.
- D. Use the Export all customizations option.

Correct Answer: D

QUESTION 3

You need to view only the task name, start and finish dates, percentage of work completed, and a Gantt chart. What should you do?

- A. Create a custom filter and a custom view.
- B. Create a custom table and a custom group.
- C. Create a custom filter and a custom table.
- D. Create a custom table and a custom view.

Correct Answer: D

QUESTION 4

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 5

All tasks in your project use the Auto Schedule mode.

Several tasks are in progress.

You need to reschedule all the remaining work on the project. You also need to achieve this goal without having rigid constraints set to your project's tasks.

What should you do?

- A. Click Update Project.
- B. Click Calculate Project.
- C. Change the Status Date field.
- D. Click Move Project.

Correct Answer: A

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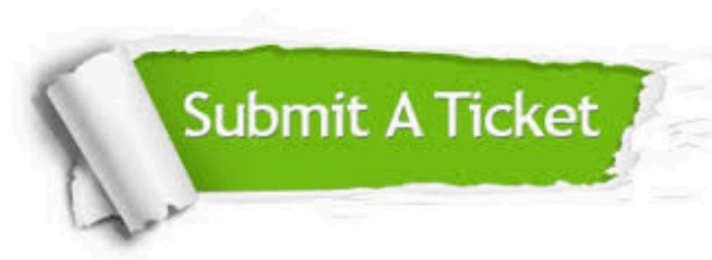
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