



# 74-343<sup>Q&As</sup>

Managing Projects with Microsoft Project

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### QUESTION 1

You are a project manager, and your organization uses Microsoft Project.

You have created a non-working day in a resource's calendar; however, the HR department notifies you that the resource will work that day after all.

You need to reflect this change in the project in the most efficient manner.

What should you do?

- A. Open the Project calendar and mark the work day as working.
- B. Open the resource's working calendar and edit the Work Week details to set the day as working.
- C. Open the resource's working calendar and delete the exception.
- D. Open the resource's working calendar and mark the day as working.

Correct Answer: C

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### QUESTION 2

You are a project manager who uses Microsoft Project.

A senior stakeholder asks you to update your project to reflect your organization's scheduled two-week closure.

You need to reflect the closure within your schedule.

What should you do?

- A. Create a resource and specify non-working days for the resource which reflect the closure. Assign this resource to each task.
- B. Open the Project Calendar and modify the default work week by setting the dates as non-working time.
- C. Create a new calendar and assign this to the tasks that are scheduled over the period of closure.
- D. Open the Project Calendar and enter the planned closure in the Exceptions tab.

Correct Answer: D

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### QUESTION 3

This question requires that you evaluate the underlined text to determine if it is correct.

You are reviewing a project schedule and observe that some of the finish dates are displaying wavy red lines, which indicate that there is an error in the task format.

Review the underlined text. If it makes the statement correct, select "No change is needed". If the statement is incorrect, select the answer choice that makes the statement correct.



- A. that there are overallocated resources on the task which need to be resolved
- B. No change is needed.
- C. that there is potentially an error in the calculation of the schedule and it should be resolved
- D. that the task is on the critical path, no action is needed

Correct Answer: C

References: <https://support.office.com/en-us/article/Warning-task-field-D1A55900-5C63-41BA-806C-551A389A312D>

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#### QUESTION 4

You are a project manager who uses Microsoft Project. You have worked on a project for four years and have created a very detailed project plan in Microsoft Project. You use milestones as key deliverables, and you use summary tasks as phases.

Your company requests a presentation of the key deliverables for each phase of your project plan in a simple and consolidated view that fits in one Microsoft PowerPoint slide.

You need to ensure that phases and key deliverables are clearly shown in the timeline and are not confusing to the audience.

What should you do?

- A. Create a new Timeline view from existing tasks in your project plan. Drag the timeline into a blank PowerPoint slide.
- B. Create a new Timeline view that automatically shows milestones for each stage of your project. Copy the full-size timeline and paste to your PowerPoint slide.
- C. Add all summary tasks to your timeline. Microsoft Project will automatically recognize and add all milestones on each stage to your Timeline view. Copy the full-size timeline and paste to the PowerPoint slide.
- D. Add all summary tasks to your timeline. Add all milestones to your timeline. Copy the full-size timeline and paste to your PowerPoint slide.

Correct Answer: D

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#### QUESTION 5

You are a project manager who uses Microsoft Project.

You manage a software development project and have baselined the project. Your Project Management Office (PMO) requires you to capture the actual hours per resource for each task in your project schedule. You use these weekly actual

hours to generate a weekly report for your project sponsor.

Your resources report their actual hours each Friday.

You need to enter the hours in your Project Schedule on a weekly basis.



What should you do?

- A. Choose Resource Usage view, add an Actual Work row, and enter total weekly hours per assignment in the appropriate week.
- B. Display the Team Planner view, add an Actual Work column, and enter total weekly hours for each task.
- C. Choose Gantt Chart view, add a Work column, and enter total weekly hours for each task.
- D. Choose Resource Form view, right-click to view Work Details, and enter total weekly hours for each task.

Correct Answer: A

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