



74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

Your company uses Microsoft Project. You are a program manager who has a master project created for your program.

Currently you are seeing the critical path for each independent project in the master project. As a program manager, you want to ensure the resources are properly applied to successfully complete the program.

You need to display the critical path for the entire program instead of each independent project.

What should you do?

- A. Turn on Inserted projects are calculated like summary tasks in the Schedule section of Project Options.
- B. Turn on Calculate multiple critical paths in the Advanced section of Project Options.
- C. Insert the Critical field, and change the values to Yes for the non-critical tasks.
- D. Double-click the inserted project summary task and uncheck Roll Up.

Correct Answer: A

QUESTION 2

You are a project manager and have built a project plan by using Microsoft Project.

Your project plan has both fixed duration and fixed work tasks.

You have been asked to denote key existing tasks as milestones in the Gantt view.

What should you do?

- A. Format the bar styles in the Gantt view to denote the tasks as milestones.
- B. Enter the word Milestone in the Task Duration column to set the task as a milestone.
- C. Set the Duration column to 0 to set the task as a milestone.
- D. Navigate to View, Text Styles, select Milestones, and then select the black diamond.

Correct Answer: C

QUESTION 3

You are a project manager who uses Microsoft Project.

Your current project has resources with the standard calendar as the base calendar. Some tasks of the project need to be done overnight so the night shift calendar is assigned to those tasks. When you assign a resource to one of these tasks, you get an error.

You need to correctly assign the resource.



What should you do?

- A. Remove the night calendar from the task and re-assign the resource.
- B. Change the task mode to Manually Scheduled.
- C. Change the task type to Fixed Units, Effort Driven, and then re-assign the resource.
- D. Select scheduling ignores resource calendars for the task.

Correct Answer: D

QUESTION 4

You are a project manager who uses Microsoft Project.

You manage a large project and are capturing actual work for the tasks as they are being worked.

You do not need to enter the time on the actual day worked; however, you need to capture the total amount of time spent on the task.

The fixed work task has a baseline of 20 hours, and the developer's timecard displays the following hours: Monday = 2 hours Tuesday = 8 hours Wednesday = 4 hours Thursday = 2 hours Friday = 2 hours

The developer informs you that the task is now complete.

You need to update the actual work and mark the task complete. What should you do?

- A. Open the Task Form and format it to show Work Details. Enter 20 hours in the Actual Work for the resource. Enter 0 hours in the remaining work. Mark the task as 100% complete.
- B. Open the Task Form and format it to show Schedule Details. Enter 18 hours in the Actual Work for the resource. Enter 2 hours in the remaining work. Mark the task as 100% complete.
- C. Open the Task Form and format it to show Work Details. Enter 18 hours in the Actual Work for the resource. Enter 0 hours in the remaining work.
- D. Open the Task Form and format it to show Schedule View. Enter 18 hours in the Work column for the resource.

Correct Answer: C

QUESTION 5

You are a project manager who uses Microsoft Project.

A colleague sends you a Microsoft Excel file that contains a list of tasks that define a project you must complete.

You need to create a project file that contains this task list, ensuring that any fields are mapped correctly.

What should you do?



- A. Add the Import Project Wizard to the Quick Access Toolbar. Initiate the wizard and select the Excel file to import.
- B. Open the file in Excel, and copy and paste the tasks into a new project.
- C. Rename the Excel file to tasks.mpp and open the plan in Microsoft Project.
- D. Open the Excel file by using Microsoft Project and import the task list using the Project Import Wizard.

Correct Answer: D

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