74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

Your company uses Microsoft Project.

An organization with project managers of varying expertise wants a simple, standard view that displays overall project status.

You need an out-of-box function that provides the ability to assess current, baseline, and actual work for the project.

Which view should you use?

A. Project Overview dashboard

B. Resource Allocation view

C. Work Overview dashboard

D. Relationship Diagram view

Correct Answer: C

QUESTION 2

You are a project manager who uses Microsoft project.

Your manager wants you to plan an office move. You have a project schedule from a prior office move named OfficeMove.mpp.

You need to create a new project schedule based on the old project schedule by performing the fewest steps possible.

What should you do?

A. Open the Old OfficeMove.mpp file and change the project start date and project title. Clear the baseline and save the file using the current project name.

B. Open the old OfficeMove.mpp file and save the file as Project template file. Create a new project using the template.

C. Open the old OfficeMove.mpp file and save the file using a new file name. Then, enter the project name in the Project Summary task. Set all tasks to zero percent complete.

D. Open the old OfficeMove.mpp file and save the file using a new file name. Clear the baseline and set all tasks to zero percent complete.

Correct Answer: D

References: http://www.techrepublic.com/blog/it-consultant/how-to-reuse-a-microsoft-project-2010-schedule/

QUESTION 3

You create a new project by using Microsoft Project. You have a list of tasks and a list of resources. All tasks are manually scheduled.

You need to determine which action you can perform by using the Team Planner view.

Which actions can you perform?

A. You can move a task to the Unassigned Tasks pane, and work associated with the task is saved.

B. You can assign tasks to resources before you schedule the task.

C. You can move tasks to different resources in Team Planner view, and you can move a task earlier in the schedule.

D. You can use Team Planner view to assign automatically scheduled tasks to a non-working day.

Correct Answer: A

References: http://www.dummies.com/software/microsoft-office/project/how-to-use-team-planner-in-project-2013/

QUESTION 4

You are an independent project manager who uses Microsoft Project.

You work in multiple projects for different customers and use one project to manage all their tasks. You create a custom field called Customer Name to identify the customer, and you use the Cost field to monitor the amount of money for each

task.

You need to view the most expensive detail tasks in the top of your table without subtotals and summaries.

You turned off summary tasks. What should you do next?

A. Set the Sort by option to Cost Descending.

B. Create a custom group based on Cost and Customer Name fields. Define a group by Cost with order as ascending.

C. Set the Sort by option to Cost Ascending.

D. Create a custom view based on Cost and Customer Name fields. Define a group by Cost with order as descending.

Correct Answer: A

QUESTION 5

You manage a project for an organization that uses Microsoft Project.

You reset the baseline for some selected tasks. After the baseline has been updated with the new values, you realize that some of the summary baseline duration values are not correct.

You need to resolve this problem.

What should you do?

A. Update the summary tasks manually with the new duration values.

B. Change all task durations to the same denomination values, such as days, weeks, or months.

C. Reset the baseline for the selected tasks and select the Roll up baselines to all summary tasks option.

D. Reset the summary tasks to manual scheduling.

Correct Answer: C

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