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Microsoft Project 2010, Managing Projects

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QUESTION 1

You have an unscheduled, unassigned task in your Project Professional 2010 schedule. You identify an available resource.

You need to assign the task to the resource without scheduling the task.

What should you do?

A. Use the Replace feature in the Assign Resources dialog box.

B. Use the Add Resources function.

C. Use the Team Planner view.

D. Use the Calendar view.

Correct Answer: C

QUESTION 2

You manage several projects. Each project has shared resources and work distribution.

You need to ensure that you can adjust the workload for specific resources used across multiple project schedules.

What should you do?

A. Enable the Load Summary Resource Assignments option. Then, select the Level Resource function on each project.

B. Open the individual schedules and use the Visual Reports option. Then, use the Resource Usageview to manually modify resource Work.

C. Open a blank project and select Insert Subproject for each project schedule. Then, use the Level Resource function for selected resources.

D. Open the shared Resource Pool for each project schedule. Then, use the Level Resources function.

Correct Answer: C

QUESTION 3

You need to select a view that allows you to use the drag-and-drop feature on the resource assignments and unassigned tasks. What should you do?

A. Select the Gantt Chart view, split the window, and then select the Resource Usage view for the details pane.

B. Select the Team Planner view.

C. Select the Timeline view.

D. Select the Gantt Chart view, and then click Assign Resources.

Correct Answer: B

QUESTION 4

You receive approval for a project plan that is yet to start.

You need to ensure that all project tasks start no earlier than September 13, 2010.

Which project level field should you set?

A. Change the Status Date field to 9/13/2010.

B. In the Current Date field, type 9/13/2010.

C. In the Start Date field, type 9/13/2010.

D. Change the calendar type in the Project Options dialog box.

Correct Answer: C

QUESTION 5

You need to create a new project schedule by using tasks from an existing project. You need to achieve this goal without inheriting actual hours from the existing project. What would you do first?

A. On the File menu in Project 2010, use one of the existing templates.

B. Save the task list in Microsoft Excel and use the Project Import Wizard.

C. Open the previously saved project schedule and save it as a template.

D. Save the task list as a Microsoft Excel template.

Correct Answer: C

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