



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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QUESTION 1

You have added two new tasks to your project. Both tasks are subtasks to a summary task. You need to update Baseline1 only for the two new tasks. What should you do?

- A. Highlight the two tasks. Click Set Baseline and select Baseline1. Click the Selected Tasks radio button, select To all summary tasks, and then click OK.
- B. Highlight the summary task. Click Set Baseline and select Baseline1. Click the Selected Tasks radio button, select To all summary tasks, and then click OK.
- C. Highlight the summary task. Click Set Baseline and select Baseline1. Click the Entire Project radio button, and then click OK.
- D. Highlight the two tasks. Click Set Baseline and select Baseline1. Click the Selected Tasks radio button, and then click OK.

Correct Answer: B

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 Usage view 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 enter the finish date for a task, and then assign a resource. You discover that the task is automatically scheduled for two weeks past the finish date you have entered. You need to identify the problem. What should you do?

- A. Click Calculate project
- B. Use the Task Inspector tool and view the start and finish dates
- C. Use the Task Inspector tool and view the resource calendar



D. View the deadline date for the task

Correct Answer: C

QUESTION 4

You have team members who work on one of the following shifts: Monday through Friday: 8 hours a day. Tuesday through Saturday: 10 hours a day. Sunday through Wednesday: 12 hours a day. You need to ensure that your project plan accommodates the different shifts.

What should you do?

- A. Create shift resource departments.
- B. Change the maximum units for each resource.
- C. Create three tasks, one for each shift.
- D. Create a base calendar for each shift.

Correct Answer: D

QUESTION 5

You receive an e-mail message that contains a list of tasks. You need to create a new project schedule from the list of tasks.

What should you do first?

- A. Open a previously saved Project 2010 file and save it as a blank template.
- B. Create a list of tasks in Microsoft Excel, and save the file by using the .mpt file extension.
- C. Create a new file in Project 2010 and paste the list of tasks.
- D. Create a new template file in Project 2010.

Correct Answer: C



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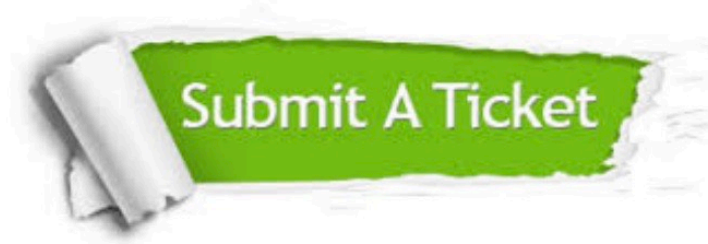
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