70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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QUESTION 1

John, a team member, will be absent from the team. A new team member, Mary, will take over Johns remaining work. You need to update the project schedule to reflect the change. You also need to retain John\\'s actual work. What should you do?

A. In the Assign Resources dialog box, use the Replace feature.

B. In the Resource Sheet view, delete John and add Mary.

C. In the Multiple Task Information dialog box, change the resource assignment from John to Mary.

D. In the Resource Usage view, rename John to Mary.

Correct Answer: A

QUESTION 2

Five resources work full time on the project. Standard working hours are eight hours a day from Monday through Friday.

John, a team member, asks to take Thursday off from work. He will work on Saturday to adjust this time.

You need to ensure that the change in John's working time is reflected in the project schedule.

What should you do?

A. Update the resource calendar for John by making Thursday as a non-working day and Saturday as a working day.

B. In the Resource Information window for John, select the inactive option for Thursday and cancel the selection of the inactive option for Saturday.

C. Update the project calendar for John by making Thursday as a non-working day and Saturday as a working day.

D. In the Resource Information window for John, change John's availability by modifying the Available From and Available To dates for Thursday to 0 percent and for Saturday to 100 percent.

Correct Answer: A

QUESTION 3

You create a custom Timeline view of summary tasks and key milestones.

You need to send an image of only the custom Timeline view by e-mail.

Which two actions could you perform? (Each correct answer presents a complete solution. Choose two.)

A. On the File menu, select Save and Send, and then click Create a PDF/XPS Document.

B. On the File menu, select Save and Send, and then click Send as Attachment.

C. On the Format tab, select Copy Timeline, and then click For email.

D. Copy and paste the Timeline view into the body of the e-mail.

Correct Answer: AB

QUESTION 4

You have a task named Tasks that has a duration of four days and a finish-to-finish relationship with a task named Task4. You need to reconfigure Tasks to be a milestone. You also need to retain the original duration and resource assignments. You select Tasks. What should you do next?

A. Remove the predecessor assignments.

B. Click the Insert Milestone button.

C. Select the Mark Task as Milestone check box.

D. Change Work to zero hours.

Correct Answer: C

QUESTION 5

In the default Gantt Chart view of your Project Professional 2010 project, you need to display the following information:

Tasks that are not started.

Tasks in progress.

Tasks that have finished.

Total remaining effort for each group of tasks.

What should you do on the View tab?

A. Select Group by Complete and Incomplete Tasks, and then add the Remaining Work field to the table.

B. Select Group by Complete and Incomplete Tasks, and then add the Work field to the table.

C. Select Group by Active v. Inactive, and then add the Remaining Work field to the table.

D. Select Group by Active v. Inactive, and then add the Work field to the table.

Correct Answer: A

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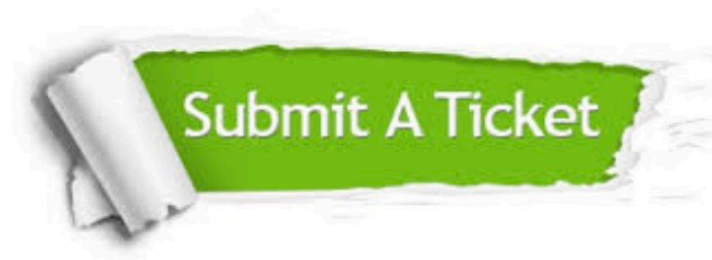
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