



# 70-178<sup>Q&As</sup>

Microsoft Project 2010, Managing Projects

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### QUESTION 1

You manage several projects saved on a shared drive.

You want to create a critical path relationship between several schedules managed by other project managers.

You need to link the project schedules at the task level. You also need to ensure that each project manager can continue to manage their own project.

What should you do?

- A. ?Open each individual project.?Create date constraints for task deadlines.?Save the project.
- B. ?Open a blank project.?Insert each project and select the Link to project option.?Link tasks as needed.?Save the subprojects.
- C. ?Open a blank project.?Copy and paste each project into the new file.?Link tasks as needed.?Save the project by using a new name.
- D. ?Open a blank project.?Insert each project and select the Link to project option.?Save the blank project as a new named project.?Discard the subprojects.
- E. ?Open a blank project.?Insert each project and clear the Link to project option.?Save the blank project as a new named project.?Discard the subprojects.

Correct Answer: B

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### QUESTION 2

Standard working hours are eight hours a day from Monday through Friday. You create a task of fixed units and set the duration to 2 days.

You assign the task to John at 100 percent. John wants to work only 50 percent on the task. You change John's assignment units to 50 percent for the task.

Which set of values describes the specified task?

- A. Duration shows 2 days; Work shows 0 hours
- B. Duration shows 4 days; Work shows 16 hours
- C. Duration shows 4 days; Work shows 8 hours
- D. Duration shows 2 days; Work shows 8 hours
- E. Duration shows 2 days; Work shows 16 hours

Correct Answer: B

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### QUESTION 3



The project you manage has only part-time resources.

The part-time resources work four hours a day from Wednesday through Saturday.

You need to create a new calendar and set the calendar as the default for your project.

Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Select the part-time calendar from the Change Working Time window.
- B. Set the calendar type to part-time for all tasks.
- C. Select the part-time calendar from the Project Information window.
- D. On the Project tab, Select Change Working Time, and then click Create New Calendar.
- E. Change the Calendar type in the Project Options dialog box.

Correct Answer: CD

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#### QUESTION 4

You use bottom-up scheduling. You need to group four consecutive tasks in a major phase. You highlight the four tasks. Which command should you use?

- A. Outdent
- B. Fill Down
- C. Insert Summary
- D. Move Task

Correct Answer: C

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#### QUESTION 5

You need to be able to send the custom Quick Access Toolbar to all users. What should you do?

- A. Use the Reset all customizations option.
- B. Use the Organizer tool.
- C. Save the project as a Project 2010 template (.mpt) file.
- D. Use the Export all customizations option.

Correct Answer: D

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