



# 74-343<sup>Q&As</sup>

Managing Projects with Microsoft Project

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### QUESTION 1

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

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### QUESTION 2

You are a project manager, and you use Microsoft Project for a large construction project.

You create the work breakdown structure (WBS) and plan to add the following resources for your project: concrete, construction supplies, and airline tickets.

You need to add these resources to your schedule.

Which two resource types should be created for these resource examples? (Each correct answer presents part of the solution. Choose two.)

- A. Add Generic Resources.
- B. Add Cost Resources.
- C. Add Work Resources.
- D. Add Material Resources.

Correct Answer: BD

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### QUESTION 3

You are a project manager for a company that uses baselines in Microsoft Project.

Project stakeholders approve an update to the baseline of a project in progress. You enter the new tasks necessary to



include the project schedule changes.

You need to update the baseline for the new tasks.

What should you do?

- A. Delete the current baseline and re-baseline the entire project.
- B. Copy the current schedule to the baseline1 fields.
- C. Select the new tasks and copy the schedule to the baseline1 fields for the selected tasks.
- D. Select the new tasks and set the baseline for the selected tasks.

Correct Answer: D

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#### QUESTION 4

You are a project manager who uses Microsoft Project.

You work on a construction project that requires propane as a fuel source for your equipment. The foreman requires that you enter project costs associated with all work completed on your project.

The propane costs \$5.00 per gallon, and the tank holds 500 gallons of propane. Each time the tank is refilled, you must pay a fee of \$20.

You need to enter the propane costs into your project schedule prior to filling the propane tank for the first time.

What should you do?

- A. Create a material resource with a material label of gallons. Enter \$20 in the cost per use and \$5.00 in the standard rate.
- B. Create a cost resource, add the resource to a task, and enter \$25 in the actual cost.
- C. Create a material resource with a material label of gallons. Enter \$20 in the standard rate and \$5.00 in the cost per use.
- D. Create a cost resource, add the resource to a task, and enter \$2520 in the actual cost.

Correct Answer: B

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#### QUESTION 5

You are a project manager who uses Microsoft Project.

You have created a project which involves three other colleagues who are also using Microsoft Project. You and your colleagues are over budget and cannot spend any more money on this project.

To ensure that the latest version of the project file is always the one being used, you need to save, share, and sync this project plan File among your colleagues without using email.

What should you do?



- A. Save and sync your project by using SkyDrive.
- B. Save and sync selected tasks in the project by using SkyDrive.
- C. Save and sync your project to a shared Microsoft Excel file.
- D. Save and sync selected tasks in your Microsoft SharePoint Tasks List.

Correct Answer: A

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