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Managing Projects with Microsoft Project

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**QUESTION 1**

Your organization uses Microsoft Project.

A senior stakeholder in a project asks you to determine when a task is over budget by comparing the baseline cost of a task to the cost. Additionally, the senior stakeholder wants you to display a graphic indicator when the baseline cost is

greater than the cost.

You write a formula to display the indicator, but it only displays for normal tasks and not for summary tasks.

You need to make the indicator display for summary tasks.

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

A. Within the Custom Field, set Calculation for task and group summary rows to Use Formula.

B. Within the Custom Field, set Calculation for task and group summary rows to Maximum.

C. Within the Graphical Indicators dialog box, check the Import Indicator Criteria button.

D. Within the Graphical Indicators dialog box, check Summary rows inherit criteria from nonsummary row.

Correct Answer: AD

**QUESTION 2**

You are a project manager who uses Microsoft Project.

A customer has sent you a project plan, which contains several custom fields that you want to use in your project. You have a custom field named CF1 in the Number1 field in your project, and you have a custom field named CF2 in the

Number1 field of your customer\\'s project.

You need to copy the custom fields from your customer\\'s project into your own. You do not want to overwrite your project custom field.

You open both projects.

What should you do next?

A. Use the Organizer to move the custom fields from one project to the other.

B. Cut and paste the custom fields from one project to the other.

C. Drag the custom fields from one project to the other.

D. Open the custom fields dialog box and use the Import Fields button.

Correct Answer: D

**QUESTION 3**

You are a project manager who uses Microsoft Project.

You need to change the default for all new projects so that tasks will be created in Auto Scheduled mode.

What should you do?

A. For each new project, use the Status Bar to set new tasks to be auto scheduled.

B. For each new project, use the Auto Schedule button on the Tasks tab.

C. Open the Global.mpt and use the Auto Schedule button on the Tasks tab.

D. Set the Default task type to Auto Scheduled for All New Projects in the Schedule Options.

E. Set the New tasks created option to Auto Scheduled and set the Schedule Options to All New Projects.

Correct Answer: E

**QUESTION 4**

Your company uses Microsoft Project.

You have two projects, Project 1 and Project 2, as well as a resource pool to contain all of the resources. You use resource leveling and want to prioritize the projects so that Project 1 is the highest priority project and gets all the required resource availability first. Project 2 then gets resources as they become available from Project 1.

You need to maintain this priority throughout the execution of the project. What should you do?

A. Set resource leveling to prioritize by project, priority, and standard.

B. Make sure the resource pool is configured to list Project 1 first.

C. Level Project 1 first, and then level Project 2.

D. Set Project Priority higher for Project 1, and then set resource leveling to level by priority, standard.

Correct Answer: D

**QUESTION 5**

You are a project manager who uses Microsoft Project.

You have been told to build multiple project files for a program.

You need to have all of your projects start with auto scheduled tasks by default.

What should you do?

A. Under schedule options, set New tasks created to Auto Scheduled for each project.

B. Use the Task Mode field to change the first task to Auto Schedule, then copy down for all of your tasks.

C. Under schedule options, set New tasks created to Auto Scheduled for all new projects.

D. Highlight all of the tasks in your schedule and select the Auto Schedule button.

Correct Answer: C

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