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Managing Projects with Microsoft Project

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QUESTION 1

Your organization uses Microsoft Project.

You are setting up a preliminary schedule by using manually scheduled tasks.

As you build the task breakdown, you notice a potential scheduling problem indicated by a wavy red line under the finish date of a detail task.

You need to determine the cause of the wavy red line.

What should you do?

A. Evaluate the task to determine if there is a deadline.

B. Insert the Constraint Type field and view the task constraints.

C. Evaluate the task by using the Task Inspector.

D. View the Resource Sheet to see if you have overallocated resources.

Correct Answer: C

QUESTION 2

You are a project manager who uses Microsoft Project.

Your manager wants you to plan an office move. You have a project schedule from a prior office move named "OfficeMove.mpp" and you want to use this project to assist in planning the current office move.

In the fewest steps possible, you need to create your new project schedule based on the old project schedule.

What should you do?

A. Open the old OfficeMove.mpp file, change the project start date and project title, and clear the baseline. Save the file using the current project name.

B. Open the old OfficeMove.mpp file, click on Save As, save the file using a new file name, clear the baseline, and set all tasks to zero percent complete.

C. Open the old OfficeMove.mpp file, save the file as an .mpt file type, removing the baseline and actual values. Save the .mpt file as an .mpp file type, assigning the current project name.

D. Open the old OfficeMove.mpp file, click on Save As, and save the file using a new file name. Then enter the project name in the ProjectSummary Task. Set all tasks to zero percent complete.

Correct Answer: C

QUESTION 3

You are a senior project manager, and your organization uses Microsoft Project.

You are managing a large ERP project with both part-time and full-time resources. The part-time resources have strict contractual limitations regarding working days and hourly availability.

You need to make sure the tasks for your part-time resources are only scheduled in the calendar during their agreed-upon working days and hours.

What should you do?

A. Change the part-time resources\\' tasks to manually scheduled to ensure the dates do not go past the agreed-upon terms of their contract.

B. Enter the availability start and end dates for each resource and change the percent of units to the agreed-upon amount in their contract.

C. Enter the availability start and end dates for each resource and change the working time for each resource to only include days and hours agreed upon in their contract.

D. Change the part-time resources\\' units to the percentage they are available and set task constraints to must finish on to ensure the dates do not go past the agreed-upon terms of their contract.

Correct Answer: C

QUESTION 4

You are managing a project by using Microsoft Project.

Your project schedule contains 1000 tasks which are in outline format. You discover that the Design summary task is located below the Build summary group of tasks.

You need to move the Design summary task and its detail tasks to the proper location.

What should you do?

A. Click on the Design summary task name and drag it above the Build group of tasks.

B. Make the Design summary task grouping a manual task, and drag the Design task name above the Build group of tasks.

C. Cut all of the tasks below the Design summary task and paste them above the Build group of tasks.

D. Click on the ID number for the Design summary task grouping and drag the group above the Build group of tasks.

Correct Answer: D

QUESTION 5

You are a project manager who uses Microsoft Project.

You manage a critical project, which involves many team members. You are the only team member who has Microsoft Project. You need to receive updates from team members directly from Microsoft SharePoint without having to reenter the

updates in your project.

What should you do?

A. Set up your project to sync with a SharePoint Task List.

B. Save your project as an mpp file to a SharePoint Shared Documents library.

C. Copy and paste all tasks into a Microsoft Excel file saved in SharePoint.

D. Copy and paste all tasks into a new SharePoint Task List.

Correct Answer: A

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