



74-343^{Q&As}

Managing Projects with Microsoft Project

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Correct Answer: D

References: <https://support.office.com/en-us/article/Overview-of-Project-views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d>

QUESTION 3

You are creating a new project schedule by using Microsoft Project. Some of the work on the project will take place on weekends.

You need to create a weekend calendar to apply to tasks as needed.

Which four actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area, and arrange them in the correct order.

Select and Place:

Actions

In **Exceptions, Details**, select **Saturday** and **Sunday**. Indicate that these are working days, and then add working times.

Open the **Change Working Time** tool.

Expand the work breakdown structure (WBS) to show all tasks.

In **Work Weeks, Details**, select **Saturday** and **Sunday**. Indicate that these are working days, and then add working times.

Select **Work Weeks**, and then, on the calendar, select **Monday** through **Friday**.

Select **Monday through Friday**, and then indicate that these are non-working days.

Create a new base calendar named **Weekend**.

Answer Area



Correct Answer:



Actions

In **Exceptions, Details**, select **Saturday** and **Sunday**. Indicate that these are working days, and then add working times.

Expand the work breakdown structure (WBS) to show all tasks.

Select **Work Weeks**, and then, on the calendar, select **Monday** through **Friday**.

Answer Area

Open the **Change Working Time** tool.

Create a new base calendar named **Weekend**.

In **Work Weeks, Details**, select **Saturday** and **Sunday**. Indicate that these are working days, and then add working times.

Select **Monday through Friday**, and then indicate that these are non-working days.



References: <https://support.office.com/client/create-a-new-base-calendar-674cb99d-f2b0-4e85-b07e-84105d540dcb>

QUESTION 4

You are a project manager, and you successfully complete a server consolidation project for one of your data centers. You use Microsoft Project to plan and track the work.

Your manager wants you to begin similar projects on two other data centers. You need to create a template based on the plan you used to manage the first data center consolidation project.

You need to ensure that the template has all baseline and actual data values removed.

What should you do?

- A. Within Microsoft Windows Explorer, create a copy of the original project plan and rename the file type from .mpp to .mpt.
- B. Open the plan and use the Move Project button to set the start date to the start of the new project. Save the project file as Template.mpp.
- C. Open the plan and reset the percent complete for each task to 0. Save the file as Template.mpp.



D. Open the plan and save the plan as a Project Template.

E. Open the plan, and copy and paste all of the task information into a new plan. Save the plan as a Project Template.

Correct Answer: D

QUESTION 5

You are a project manager who uses Microsoft Project.

You manage a software development project and have acquired two additional resources to assist in the completion of tasks that are on the critical path. Both resources are also assigned to participate in other projects. Resource1 is available

50% and Resource2 is available 75%.

You need to add the resources with their availability to the project schedule and make any allocation problems visible.

What should you do?

A. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 75%.

B. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 25%.

C. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 75%.

D. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 25%.

Correct Answer: C

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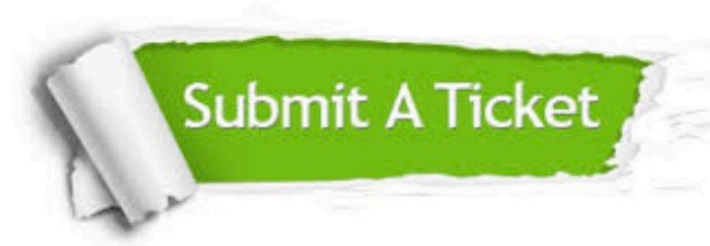
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