74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You are entering tasks into a schedule by using Microsoft Project.

Some of the summary tasks contain an inaccurate duration for the task grouping, and the overall duration for the detail tasks is longer than the summary task indicates.

You need to ensure that the summary task duration accurately reflects the duration for the detail tasks in the grouping.

What should you do?

A. Remove task constraints in the summary grouping.

B. Verify the relationships between the tasks within the summary grouping and modify as needed.

C. Adjust the work on the detail tasks to match the work on the summary task.

D. Set the task mode for the summary task to automatically schedule.

Correct Answer: D

References: https://support.office.com/en-us/article/How-scheduling-works-in-Project-5d4f5981-4e9f-4e8e-a699-2ef2a419252f#__toc240439522

QUESTION 2

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

QUESTION 3

You are a project manager who uses Microsoft Project.

A colleague sends you a Microsoft Excel file that contains a list of tasks that define a project you must complete.

You need to create a project file that contains this task list, ensuring that any fields are mapped correctly.

What should you do?

A. Add the Import Project Wizard to the Quick Access Toolbar. Initiate the wizard and select the Excel file to import.

B. Open the file in Excel, and copy and paste the tasks into a new project.

C. Rename the Excel file to tasks.mpp and open the plan in Microsoft Project.

D. Open the Excel file by using Microsoft Project and import the task list using the Project Import Wizard.

Correct Answer: D

QUESTION 4

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to set each task duration as estimated, until the estimate is confirmed by the assigned resource.

What should you do?

A. Select the estimated check box.

B. Use a task custom field and set the Roll task down to assignment check box.

C. Enter the duration suffixed with -ed for estimated days.

D. Set the task to manually scheduled.

E. Use an assignment custom field and set the Roll assignment up to task check box.

Correct Answer: A

QUESTION 5

You are building a schedule by using Microsoft Project. You create a macro on your machine to format a Gantt chart. You upload the project schedule to SharePoint.

A project manager (PM) wants to use the macro to format Gantt charts in other schedules. The PM downloads the .mpp file to their device. The PM reports that the macro is not visible.

You need to ensure that the macro will run.

What should you do?

A. Copy the macro from the Global.mpt file to the downloaded project schedule.

B. Copy the macro to the Global.mpt file from the downloaded project schedule.

C. Open the VBA editor and modify the properties to make the macro available to the project schedule.

D. Instruct the PM to navigate to the Trust Center and enable all macros, and then try to run the macro again.

Correct Answer: D

References: https://support.office.com/en-us/article/Enable-or-disable-macros-in-Office-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6

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