



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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**QUESTION 1**

You have an unscheduled, unassigned task in your Project Professional 2010 schedule. You identify an available resource.

You need to assign the task to the resource without scheduling the task.

What should you do?

- A. Use the Replace feature in the Assign Resources dialog box.
- B. Use the Add Resources function.
- C. Use the Team Planner view.
- D. Use the Calendar view.

Correct Answer: C

QUESTION 2

You track all costs on your project. You need to track task-level airfare costs that do not depend on the amount of work or duration of a task. What should you do?

- A. Use a work type resource.
- B. Create a custom field and capture travel costs at the project level.
- C. Use a budget resource.
- D. Use a cost type resource.

Correct Answer: A

QUESTION 3

You need to ensure that you can view only the tasks on your projects critical path. What should you do?

- A. On the Advanced tab of the Project 2010 options, select the Calculate multiple critical paths check box.
- B. View the projects Gantt chart and apply the Critical group.
- C. View the project's Gantt chart and apply the Critical filter.
- D. On the Advanced tab of the Project 2010 options, modify the Tasks are critical if slack is less than or equal to option.

Correct Answer: C



QUESTION 4

You have a list of tasks in Microsoft Excel 2010.

You need to create a Microsoft Project 2010 schedule that maintains the order of the tasks.

Which two actions could you perform? (Each correct answer presents a complete solution. Choose two.)

- A. From Excel 2010, save the file by using the .mpp file extension.
- B. From Project 2010, use the New from Excel workbook wizard.
- C. From Project 2010, use the Open command and select the Excel file.
- D. From Excel 2010, save the file by using the .mpt file extension.

Correct Answer: BC

QUESTION 5

In the default Gantt Chart view of your Project Professional 2010 project, you need to display the following information:

Tasks that are not started.

Tasks in progress.

Tasks that have finished.

Total remaining effort for each group of tasks.

What should you do on the View tab?

- A. Select Group by Complete and Incomplete Tasks, and then add the Remaining Work field to the table.
- B. Select Group by Complete and Incomplete Tasks, and then add the Work field to the table.
- C. Select Group by Active v. Inactive, and then add the Remaining Work field to the table.
- D. Select Group by Active v. Inactive, and then add the Work field to the table.

Correct Answer: A



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