



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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**QUESTION 1**

You have team members who work on one of the following shifts: Monday through Friday: 8 hours a day. Tuesday through Saturday: 10 hours a day. Sunday through Wednesday: 12 hours a day. You need to ensure that your project plan accommodates the different shifts.

What should you do?

- A. Create shift resource departments.
- B. Change the maximum units for each resource.
- C. Create three tasks, one for each shift.
- D. Create a base calendar for each shift.

Correct Answer: D

QUESTION 2

John, a team member, will be absent from the team. A new team member, Mary, will take over Johns remaining work. You need to update the project schedule to reflect the change. You also need to retain John's actual work. What should you do?

- A. In the Assign Resources dialog box, use the Replace feature.
- B. In the Resource Sheet view, delete John and add Mary.
- C. In the Multiple Task Information dialog box, change the resource assignment from John to Mary.
- D. In the Resource Usage view, rename John to Mary.

Correct Answer: A

QUESTION 3

The project you manage has only part-time resources.

The part-time resources work four hours a day from Wednesday through Saturday.

You need to create a new calendar and set the calendar as the default for your project.

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

- A. Select the part-time calendar from the Change Working Time window.
- B. Set the calendar type to part-time for all tasks.
- C. Select the part-time calendar from the Project Information window.



- D. On the Project tab, Select Change Working Time, and then click Create New Calendar.
- E. Change the Calendar type in the Project Options dialog box.

Correct Answer: CD

QUESTION 4

You need to ensure that when you add new tasks, the project schedule doesn't set a start date and end date. What should you do?

- A. Select Task from the main ribbon menu. Highlight the task that you want to change and select Manually Schedule.
- B. On the Schedule tab of the Project options, change the New tasks created option to Manually Scheduled.
- C. On the Advanced tab of the Project options, clear the Automatically add new resources and tasks check box.
- D. On the Display tab of the Project options, clear the Edits to start and finish dates check box.
- E. Click New Tasks and change the option to Auto Scheduled.

Correct Answer: B

QUESTION 5

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

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