



# 74-343<sup>Q&As</sup>

Managing Projects with Microsoft Project

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**QUESTION 1**

A company is open for business Monday through Friday, 7:30 A.M. to 4:30 P.M. The company closes a total of eight full days and two half days for holidays each year. For the months of June, July, and August, the company closes at 1 P.M.

on Fridays.

You need to ensure that all projects show when employees can perform work.

Which three actions should you perform? Each correct answer presents part of the solution.

- A. Edit the standard calendar.
- B. On the Work Weeks tab, add a row named Summer. Enter the Start and Finish dates, and then edit the details to set specific working times for Friday.
- C. Use the Exceptions tab to enter information for holidays.
- D. In the Project Options dialog box, on the Schedule tab, change Hours per day to 4.
- E. Open the Project Information dialog box for the project.

Correct Answer: ABC

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**QUESTION 2**

You are a project manager for an organization that uses Microsoft Project.

You manage a critical project across multiple regions. All information regarding the project must be shared through email directly to the stakeholders.

You have already added all of the tasks and milestones to Timeline, aiming to present the most important information of the project through graphs. You are not allowed to send the .mpp file to your stakeholders since they will not be able to open it.

You need to share the Timeline view through email.

What should you do?

- A. Select Visual Reports, select a Built-in template for Timeline views, and click Generate. When the report has been generated, copy and paste the output in the body of your email.
- B. Activate the Timeline view. Click the View tab, select Other Views, and choose Save View. Name this view and save it, before going to the body of your email and attaching the view you just saved.
- C. Activate the Timeline view. Then go to the Format tab and click Copy Timeline For Email. Paste where necessary in the body of your email.
- D. Choose File, Share. In the Share page, select Email. Then select Send as Attachment.

Correct Answer: C

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### QUESTION 3

You manage a project by using Microsoft Project.

You need to use the Baseline2 fields to calculate Variance at Completion (VAC). You have already set Baseline2.

What should you do?

- A. Enter physical percent complete for the tasks that have actual values. Set the Baseline to the Baseline2, and reschedule uncompleted work based on the status date.
- B. Change the Earned Value method to Baseline2 in the Task Information Form. Enter tracking data, and view the VAC on the Earned Value table.
- C. Change the Baseline for Earned Value calculation option to Baseline2, and reschedule uncompleted work based on the status date.
- D. Go to the Earned Value table and insert the Baseline2 column. Recalculate the project.

Correct Answer: C

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### QUESTION 4

You are a project manager and have built a project plan by using Microsoft Project.

Your project plan has both fixed duration and fixed work tasks.

You have been asked to denote key existing tasks as milestones in the Gantt view.

What should you do?

- A. Format the bar styles in the Gantt view to denote the tasks as milestones.
- B. Enter the word Milestone in the Task Duration column to set the task as a milestone.
- C. Set the Duration column to 0 to set the task as a milestone.
- D. Navigate to View, Text Styles, select Milestones, and then select the black diamond.

Correct Answer: C

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### QUESTION 5

You are a resource manager who uses Microsoft Project.

You manage all of your resources in a single plan, which acts as a Shared Resource Pool for other projects in your organization. Each resource needs to pass an annual exam in order to work on construction sites.

You need to set up a method that allows you to pick the renewal month for each resource.

What should you do?



A. Rename the Resource Text1 Custom field to Exam Expiration Date. Enter the month when the exam expires. Select the correct expiration date for each resource.

B. Use the Organizer to copy the ResourceFinish1 Custom field from the Global.mpt. Select the correct expiration date for each resource.

C. Rename the Resource Date1 Custom field to Exam Expiration Date. Create a Lookup table with values containing the last date of each month. Select the correct expiration date for each exam.

D. Rename the Resource Month1 Custom field to Exam Expiration Date. Create a Lookup table with monthly values. Select the correct expiration month for each exam.

E. Rename the Resource Flag1 Custom field to Exam Expired Date. Enter the expiration dates into a Lookup table. Select the correct expiration date for each resource.

Correct Answer: C

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