



74-343^{Q&As}

Managing Projects with Microsoft Project

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**QUESTION 1**

You are a project manager who uses Microsoft Project.

You have been told to build multiple project files for a program.

You need to have all of your projects start with auto scheduled tasks by default.

What should you do?

- A. Under schedule options, set New tasks created to Auto Scheduled for each project.
- B. Use the Task Mode field to change the first task to Auto Schedule, then copy down for all of your tasks.
- C. Under schedule options, set New tasks created to Auto Scheduled for all new projects.
- D. Highlight all of the tasks in your schedule and select the Auto Schedule button.

Correct Answer: C

QUESTION 2

You work as a project manager for a construction company that uses Microsoft Project.

You have created your work breakdown structure (WBS) and are adding resources to your tasks. However, one of your tasks requires multiple resources. You have the name of the project's lead support individual, and you have been

provided with the equivalent of three full-time support resources. These three resources are not named individuals but are part of a group.

The actual individuals from this group will change based on coverage schedules.

The resources have the following cost structures:

The lead is billed out at \$175/hour.

The group resources are billed out at \$140/hour.

You need to add these resources to the schedule and track your project costs.

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

- A. Add the named resource to the task with an allocation of 100% and a standard rate of \$175/hour.
- B. Add the named resource to the task with an allocation of 400% and a standard rate of \$157.50/hour.
- C. Add the group resource to the task with an allocation of 300% and a standard rate of \$140/hour.
- D. Add the group resource to the task with an allocation of 100% and a standard rate of \$140/hour.

Correct Answer: AC

**QUESTION 3**

You are a project manager for a company that uses Microsoft Project.

You are developing a schedule and plan to use the leveling order of Priority, Standard.

You need to create a task which leveling will not change.

What should you do?

- A. Set task priority to 100
- B. Set task priority to 1000
- C. Set task priority to 0
- D. Set task priority to 1

Correct Answer: B

QUESTION 4

You are a project manager for a company that uses Microsoft Project.

You are responsible for communicating the progress of your projects every month. Your company provides you with a Gantt Chart view that uses the standard Entry table.

You need to communicate the progress of tasks that have a finish date of either October 2 or October 22.

What should you do?

- A. Go to the Task tab, open the Find window, and set the parameters to find the required dates, setting the Look in Field to Finish. Then click Find Next.
- B. Go to the View tab, open the More Views window, and create a new view.
- C. Go to the View tab and use the Date Range filter.
- D. Go to the View tab and select Display AutoFilter. Click on the arrow next to the Finish column and check only the required dates.

Correct Answer: D

QUESTION 5

You are managing a project by using Microsoft Project, and you notice a potential scheduling problem indicated by wavy red lines under some of the dates in the Finish column.

You need to resolve the issue.

What should you do?



- A. Recalculate the project schedule.
- B. Adjust the resource assignment on the task to when the resource is available.
- C. Activate Task Inspector for the task to decide if adjustments are necessary.
- D. Adjust the finish date on the task to a date in the future.

Correct Answer: C

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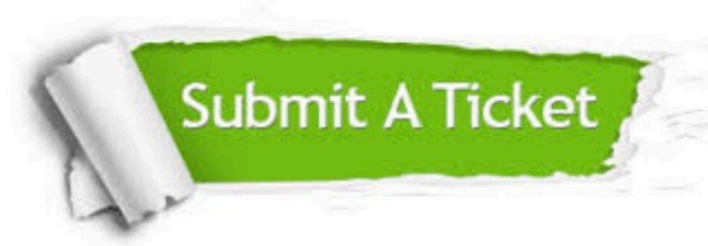
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