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Managing Projects with Microsoft Project

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QUESTION 1

Your company uses Microsoft Project.

An organization with project managers of varying expertise wants a simple, standard view that displays overall project status.

You need an out-of-box function that provides the ability to assess current, baseline, and actual work for the project.

Which view should you use?

A. Project Overview dashboard

B. Resource Allocation view

C. Work Overview dashboard

D. Relationship Diagram view

Correct Answer: C

QUESTION 2

You are a project manager, and you use Microsoft Project for a large construction project.

You create the work breakdown structure (WBS) and plan to add the following resources for your project: concrete, construction supplies, and airline tickets.

You need to add these resources to your schedule.

Which two resource types should be created for these resource examples? (Each correct answer presents part of the solution. Choose two.)

A. Add Generic Resources.

B. Add Cost Resources.

C. Add Work Resources.

D. Add Material Resources.

Correct Answer: BD

QUESTION 3

You are a project manager who uses Microsoft Project.

You manage a software development project and have acquired two additional resources to assist in the completion of tasks that are on the critical path. Both resources are also assigned to participate in other projects. Resource1 is available

50% and Resource2 is available 75%.

You need to add the resources with their availability to the project schedule and make any allocation problems visible.

What should you do?

A. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 75%.

B. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 25%.

C. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 75%.

D. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 25%.

Correct Answer: C

QUESTION 4

You are using Microsoft Project.

You want the ability to see only tasks that have finish dates past their deadline date

You need to achieve this goal using a custom field.

What should you do?

A. Create a Lookup containing the values Yes and No against the Task Text1 custom field. Write a formula that compares the deadline date to the finish date and displays the correct value from the Lookup table.

B. Use the Task Flagl5 custom field. Write a formula that compares the deadline date to the finish date, and set the result to Yes or No.

C. Use the Task Text30 custom field, also known as the Deadline Flag, since it automatically provides this capability.

D. Rename the Task Number1 custom field to Deadline passed. Write a formula that compares the deadline date to the finish date and displays Yes or No in the field.

Correct Answer: B

QUESTION 5

You are a project manager who uses Microsoft Project.

Your organization has been working with a new status report model for the last month. This new status report is created through the Built-in Dashboards and Reports in Microsoft Project.

The standard Microsoft Project report views named Late Tasks and Milestone Report already have all the information required for the new model.

You are assigned to consolidate the information from these two reports into a dashboard view named Status Report Model. Your organization wants to keep the same format, colors, and layout.

You need to implement this solution.

What should you do?

A. Use the Organizer to merge the reports.

B. Select all components on each view, and copy and paste directly to a new dashboard report.

C. Use the Burndown dashboard report to view this information.

D. Use the Work Overview dashboard to view the data.

Correct Answer: B

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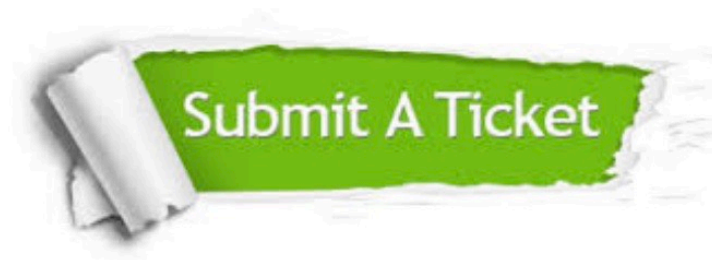Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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