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 manage a critical project, which involves many team members. You are the only team member who has Microsoft Project. You need to receive updates from team members directly from Microsoft SharePoint without having to reenter the

updates in your project.

What should you do?

A. Set up your project to sync with a SharePoint Task List.

B. Save your project as an mpp file to a SharePoint Shared Documents library.

C. Copy and paste all tasks into a Microsoft Excel file saved in SharePoint.

D. Copy and paste all tasks into a new SharePoint Task List.

Correct Answer: A

QUESTION 2

You create a new blank schedule by using Microsoft Project.

You need to set options that will determine the scheduling behavior of your project.

In the Project Options dialog, which option should you configure?

A. On the Schedule tab, configure Hours per day.

B. On the Display options tab, configure Duration.

C. On the Schedule tab, under Calculations for this project, configure Update task status updates resource status.

D. On the Calculations for this project tab, configure Tasks are critical if slack is less than or equal to.

Correct Answer: C

Reference: http://blog.epmainc.com/default-project-options-microsoft-project-2013/

QUESTION 3

You are a project manager who uses Microsoft Project.

You regularly customize the Bar Styles for a project prior to printing the project schedule.

You need to add the Bar Styles button to the Quick Access Toolbar as quickly as possible.

What are two ways to achieve this goal? (Each correct answer presents a complete solution. Choose two.)

A. Expand the Quick Access Toolbar drop-down menu, and select Format Bar Styles from the menu list.

B. Customize the Quick Access Toolbar and add Format Bar Styles (Gantt Chart) command to the ribbon.

C. Collapse the ribbon. Commonly used Ribbon commands are automatically placed onto the Quick Access Toolbar.

D. Right click the Bar Styles button in the ribbon and select Add to Quick Access Toolbar.

Correct Answer: BD

QUESTION 4

You are a project manager, and your company uses Microsoft Project. You are setting up a preliminary schedule by using manually scheduled tasks.

You create two manually scheduled tasks and link them in a Finish to Start relationship. The project team member asks you to increase the duration of the predecessor task.

You notice that the successor task start date is now before the finish date of the predecessor task.

You want the successor task to start after the predecessor finishes.

What should you do?

A. Select both tasks and click Unlink.

B. Select the successor task and click Mark on Track.

C. Select the predecessor task and click Respect Links.

D. Select the successor task and click Respect Links.

Correct Answer: D

QUESTION 5

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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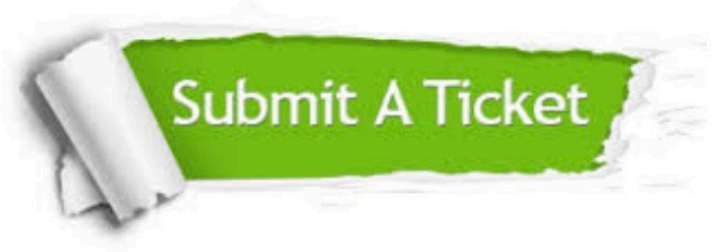

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