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Managing Projects with Microsoft Project

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QUESTION 1

You create a new project by using Microsoft Project. You have a list of tasks and a list of resources. All tasks are manually scheduled.

You need to determine which action you can perform by using the Team Planner view.

Which actions can you perform?

A. You can move a task to the Unassigned Tasks pane, and work associated with the task is saved.

B. You can assign tasks to resources before you schedule the task.

C. You can move tasks to different resources in Team Planner view, and you can move a task earlier in the schedule.

D. You can use Team Planner view to assign automatically scheduled tasks to a non-working day.

Correct Answer: A

References: http://www.dummies.com/software/microsoft-office/project/how-to-use-team-planner-in-project-2013/

QUESTION 2

You are a project manager who uses Microsoft Project.

You need to change the default for all new projects so that tasks will be created in Auto Scheduled mode.

What should you do?

A. For each new project, use the Status Bar to set new tasks to be auto scheduled.

B. For each new project, use the Auto Schedule button on the Tasks tab.

C. Open the Global.mpt and use the Auto Schedule button on the Tasks tab.

D. Set the Default task type to Auto Scheduled for All New Projects in the Schedule Options.

E. Set the New tasks created option to Auto Scheduled and set the Schedule Options to All New Projects.

Correct Answer: E

QUESTION 3

While scheduling with Microsoft Project you notice that there are three days of remaining duration on the Database Design task.

The resource performing this task indicates that the work is completed.

You need to update the schedule to reflect this change.

What should you do?

A. Enter a status date for the task.

B. Enter 0 in remaining duration.

C. Reschedule uncompleted work for the project schedule.

D. Click on the task, and then click 100% complete.

Correct Answer: B

QUESTION 4

You are managing a project by using Microsoft Project.

Your project schedule contains 1000 tasks which are in outline format. You discover that the Design summary task is located below the Build summary group of tasks.

You need to move the Design summary task and its detail tasks to the proper location.

What should you do?

A. Click on the Design summary task name and drag it above the Build group of tasks.

B. Make the Design summary task grouping a manual task, and drag the Design task name above the Build group of tasks.

C. Cut all of the tasks below the Design summary task and paste them above the Build group of tasks.

D. Click on the ID number for the Design summary task grouping and drag the group above the Build group of tasks.

Correct Answer: D

QUESTION 5

You are a project manager, and you successfully complete a server consolidation project for one of your data centers. You use Microsoft Project to plan and track the work.

Your manager wants you to begin similar projects on two other data centers. You need to create a template based on the plan you used to manage the first data center consolidation project.

You need to ensure that the template has all baseline and actual data values removed.

What should you do?

A. Within Microsoft Windows Explorer, create a copy of the original project plan and rename the file type from .mpp to .mpt.

B. Open the plan and use the Move Project button to set the start date to the start of the new project. Save the project file as Template.mpp.

C. Open the plan and reset the percent complete for each task to 0. Save the file as Template.mpp.

D. Open the plan and save the plan as a Project Template.

E. Open the plan, and copy and paste all of the task information into a new plan. Save the plan as a Project Template. 5

Correct Answer: D

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