



74-343^{Q&As}

Managing Projects with Microsoft Project

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**QUESTION 1**

You are an independent project manager who uses Microsoft Project.

You work in multiple projects for different customers and use one project to manage all their tasks. You create a custom field called Customer Name to identify the customer, and you use the Cost field to monitor the amount of money for each

task.

You need to view the most expensive detail tasks in the top of your table without subtotals and summaries.

You turned off summary tasks. What should you do next?

- A. Set the Sort by option to Cost Descending.
- B. Create a custom group based on Cost and Customer Name fields. Define a group by Cost with order as ascending.
- C. Set the Sort by option to Cost Ascending.
- D. Create a custom view based on Cost and Customer Name fields. Define a group by Cost with order as descending.

Correct Answer: A

QUESTION 2

You create a new schedule by using Microsoft Project. All calendars and working hours use default settings. You configure the schedule to show all assignment units as decimal values.

A resource reports a reduction in availability for your project by two hours per day.

You need to update the project to reflect the availability of the resource.

What are two possible ways to achieve the goal? Each correct answer presents a complete solution.

- A. Set the values of the Available From and Available To fields for the resource to NA. Set the value of the Units field to 0.75 before assigning the resource.
- B. Set the value of the Max Units field for the resource to 0.75 before assigning the resource.
- C. Modify the value of the Assignment Units field for the resource to 0.80.
- D. Modify the value of the Assignment Work field for the resource to 6 hours.
- E. Modify the value of the Assignment Units field for the resource to 0.75.

Correct Answer: AB

References: <https://www.mpug.com/articles/2-ways-to-manage-resource-availability-in-microsoft-project/>

<https://support.office.com/en-us/article/Max-Units-resource-field-e8ad719d-0d04-4369-91e7-9284dd819765>



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 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 Flag15 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 program manager for a complex software development project. You use Microsoft Project to manage your project. Your resources work on many different projects across the program, and you need to resolve resource over

allocations. Your project team uses a resource pool to manage resources.

Resource1 has been assigned to assist on a project that is on the critical path. After assigning Resource2 to the task, you notice that Resource1 is over allocated during the month of November. Project A, which is on critical path, takes



priority

over Project B, which Resource1 is also assigned to.

Using resource leveling in Microsoft Project, you need to resolve the over allocation for Resource1 for the month of November only. What should you do?

- A. Set the priority of Project A to 1000 and the priority of Project B to 500, Set the Leveling Range for November. Change the leveling order to Priority, Standard. Select Level Resource, and choose Resource1 and Level Now.
- B. Set the priority of Project A to 500 and the priority of Project B to 1000. Set the Leveling Range for November. Change the leveling order to Standard and select Level Resource. Then choose Resource1 and Level Now.
- C. Set the priority of Project A to 1000 and the priority of Project B to 500. Change the leveling order to Standard, and select Level All.
- D. Set the priority of Project A to 500 and the priority of Project B to 1000. Change the leveling order to Priority, Standard, and select Level All.

Correct Answer: A

QUESTION 6

You are a project manager who uses Microsoft Project.

You work on a software development project, and the Project Management Office (PMO) requires you to enter project costs associated with all work completed on your project.

You receive invoices for 55,000 for software licenses and \$150 for supplies. Software licensing costs are associated with Task A: Obtain Software License. Supply costs are associated with Task H: Project Management Administration.

You need to enter the costs into your project schedule.

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

- A. Create a cost resource for Supplies and Software License.
- B. Create a material resource for Supplies and Software License.
- C. Assign the Supply cost resource to Task H, assign the Software License cost resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.
- D. Assign the Supply material resource to Task H, assign the Software License material resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.

Correct Answer: AC

QUESTION 7

You recently updated a schedule by using Microsoft Project.

The vice president of engineering has asked you to show progress only on project milestones and identify milestones falling behind.



You need to find a way to show milestone progress.

Which solution would you meet this objective?

- A. Run the Late Tasks report.
- B. Run the Milestone report.
- C. Run the Slipping Tasks report.
- D. Show Gantt Chart view and filter for Milestones.

Correct Answer: D

References: <https://support.office.com/en-us/article/Overview-of-Project-views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d>

QUESTION 8

You manage a project by using Microsoft Project.

The work variance for a task is 48 hours. The remaining work is 25 hours. The work for this task has been completed.

You need the work variance to be adjusted to reflect what has occurred during the performance of the task.

What should you do?

- A. Adjust the value in the Baseline Work column.
- B. Enter a 0 in the remaining Duration column.
- C. Adjust the value in the Work Variance column.
- D. Mark the task inactive.

Correct Answer: B

QUESTION 9

Your organization uses Microsoft Project and Microsoft SharePoint.

You are responsible for a project with resources in different offices. All offices share the same SharePoint intranet, and all resources have valid accounts to log into the company intranet. Your project plan already has the correct names and assignments for each resource involved in this project.

You need to share and receive project plan updates dynamically with your resources.

What should you do?

- A. Sync with SharePoint Tasks List, automatically creating a Project Site synchronized to your Project Plan.
- B. Create the Project Site in SharePoint and upload the project plan to the project site.



C. Create the Project Site in SharePoint and save the project plan to the project site.

D. Copy and paste the project tasks to a SharePoint task list.

Correct Answer: A

QUESTION 10

You manage a project for an organization that uses Microsoft Project.

You reset the baseline for some selected tasks. After the baseline has been updated with the new values, you realize that some of the summary baseline duration values are not correct.

You need to resolve this problem.

What should you do?

A. Update the summary tasks manually with the new duration values.

B. Change all task durations to the same denomination values, such as days, weeks, or months.

C. Reset the baseline for the selected tasks and select the Roll up baselines to all summary tasks option.

D. Reset the summary tasks to manual scheduling.

Correct Answer: C

QUESTION 11

You are a project manager who uses Microsoft Project.

Your current project has resources with the standard calendar as the base calendar. Some tasks of the project need to be done overnight so the night shift calendar is assigned to those tasks. When you assign a resource to one of these tasks, you get an error.

You need to correctly assign the resource.

What should you do?

A. Remove the night calendar from the task and re-assign the resource.

B. Change the task mode to Manually Scheduled.

C. Change the task type to Fixed Units, Effort Driven, and then re-assign the resource.

D. Select scheduling ignores resource calendars for the task.

Correct Answer: D

QUESTION 12



You are a project manager who uses Microsoft Project.

A colleague sends you a Microsoft Excel file that contains a list of tasks that define a project you must complete.

You need to create a project file that contains this task list, ensuring that any fields are mapped correctly.

What should you do?

- A. Add the Import Project Wizard to the Quick Access Toolbar. Initiate the wizard and select the Excel file to import.
- B. Open the file in Excel, and copy and paste the tasks into a new project.
- C. Rename the Excel file to tasks.mpp and open the plan in Microsoft Project.
- D. Open the Excel file by using Microsoft Project and import the task list using the Project Import Wizard.

Correct Answer: D

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