



70-178^{Q&As}

Microsoft Project 2010, Managing Projects

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**QUESTION 1**

You receive a Microsoft Outlook e-mail message that contains the following task outline:

Establish corporate internal communications process.

Find out the regional and country divisions\' communications process.

Plan communication methods, logistics, and timings.

Establish regional and country communications to sales, marketing, and management. Find out the internal systems that must respond to the campaign.

Create communications plan.

Identify internal training requirements.

Develop internal training.

Organization of internal communications and training completion. You need to incorporate the task outline into your project plan.

What should you do?

- A. Use the Bulk Import tool from the Project 2010 Solution Starters toolkit.
- B. Copy and paste the task outline into the Task Sheet view of Project 2010.
- C. Use the Task Inspector feature from Outlook.
- D. Use the Import Outlook Tasks option.

Correct Answer: B

QUESTION 2

You need to compare the total work of your project\'s deliverables against the baseline work. What should you do?

- A. From the Gantt Chart view, change the table to display the Work table.
- B. Use the Task Usage view and the Task Form in the details pane.
- C. From the Task Sheet view, change the table to display the Summary table.
- D. Use the Tracking Gantt view and display the default Entry table.

Correct Answer: A

QUESTION 3



You need to create a project plan that accommodates the corporate holiday calendar. What should you do?

- A. Add exceptions to the project calendar for corporate holidays.
- B. Create an interim plan that includes the defined holidays to track the holidays.
- C. Create a task for each holiday and assign each resource to each holiday task.
- D. Adjust the maximum units for each resource to reflect the total working days for the year.

Correct Answer: A

QUESTION 4

The red person icon is displayed next to one of your tasks. You need to find out the reason for the display of the icon. What should you do?

- A. Display the task details.
- B. Use the Level Resource feature.
- C. Use the Task Inspector tool.
- D. View the task information.

Correct Answer: C

QUESTION 5

Your customer wants to receive your project's Timeline view in a document by e-mail.

You need to create a document that contains only the Timeline view.

You select the Timeline view. What should you do next?

- A. Select Sync With Task List.
- B. Select Create PDF/XPS Document.
- C. Select Save View.
- D. Select Visual Reports.

Correct Answer: D



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