



# 74-343<sup>Q&As</sup>

Managing Projects with Microsoft Project

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**QUESTION 1**

You are a project manager who uses Microsoft project.

Your manager wants you to plan an office move. You have a project schedule from a prior office move named OfficeMove.mpp.

You need to create a new project schedule based on the old project schedule by performing the fewest steps possible.

What should you do?

- A. Open the Old OfficeMove.mpp file and change the project start date and project title. Clear the baseline and save the file using the current project name.
- B. Open the old OfficeMove.mpp file and save the file as Project template file. Create a new project using the template.
- C. Open the old OfficeMove.mpp file and save the file using a new file name. Then, enter the project name in the Project Summary task. Set all tasks to zero percent complete.
- D. Open the old OfficeMove.mpp file and save the file using a new file name. Clear the baseline and set all tasks to zero percent complete.

Correct Answer: D

References: <http://www.techrepublic.com/blog/it-consultant/how-to-reuse-a-microsoft-project-2010-schedule/>

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**QUESTION 2**

Your company uses Project Professional 2013.

You are a program manager in charge of a multi-program software integration project. The project is scheduled from January 1, 2012-August 3, 2013. You have a consultant resource that charges a different rate based on each task

completed. Tasks 1 through 9 are billed at a rate of \$150.00 per hour. Tasks 10 through 20 are billed at a rate of \$175.00 per hour. You need to set up your schedule to ensure that the correct resource rate is associated with the correct tasks.

Which two actions should you perform in sequence? (To answer, move the appropriate two actions from the list of actions to the answer area and arrange them in the correct order.)

Select and Place:



	Answer Area
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select <i>A</i> in the Cost Rate Table column. For Tasks 10-20, select <i>A</i> in the Cost Rate table.	
In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter a standard rate of \$150.00. In the second row of the Cost Rate table, enter effective date of 1/15/2013 and enter a standard rate of \$175.00.	
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select <i>A</i> in the Cost Rate table column. For Tasks 10-20, select <i>B</i> in the Cost Rate table.	
In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter \$150.00 in the standard rate. In Tab B of the Cost Rate table, enter \$175.00 in the standard rate.	

Correct Answer:

	Answer Area
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select <i>A</i> in the Cost Rate Table column. For Tasks 10-20, select <i>A</i> in the Cost Rate table.	In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter \$150.00 in the standard rate. In Tab B of the Cost Rate table, enter \$175.00 in the standard rate.
In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter a standard rate of \$150.00. In the second row of the Cost Rate table, enter effective date of 1/15/2013 and enter a standard rate of \$175.00.	Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select <i>A</i> in the Cost Rate table column. For Tasks 10-20, select <i>B</i> in the Cost Rate table.

Note:

\* You can model these more complex billing schemes by using rate-table features in Project:



1.

Right-click the resource, and from the list select Information.

2.

On the Resource Information dialog, click the Costs tab.

3.

In the Cost rate tables, click the A (Default) tab.

4.

In the Effective Date column, enter the date when the rate change takes effect.

5.

In the Standard Rate and Overtime Rate columns, type the resource rates.

6.

To enter a rate change that takes place on another date, in the additional rows of the cost rate tables, type or select the new date, and the new standard rates and overtime rates.

7.

To enter additional sets of pay rates for the same resource, click the B tab, and then repeat steps 3-5. Reference: Enter costs for resources

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### QUESTION 3

You are a project manager who uses Microsoft Project. You have worked on a project for four years and have created a very detailed project plan in Microsoft Project. You use milestones as key deliverables, and you use summary tasks as phases.

Your company requests a presentation of the key deliverables for each phase of your project plan in a simple and consolidated view that fits in one Microsoft PowerPoint slide.

You need to ensure that phases and key deliverables are clearly shown in the timeline and are not confusing to the audience.

What should you do?

A. Create a new Timeline view from existing tasks in your project plan. Drag the timeline into a blank PowerPoint slide.

B. Create a new Timeline view that automatically shows milestones for each stage of your project. Copy the full-size timeline and paste to your PowerPoint slide.

C. Add all summary tasks to your timeline. Microsoft Project will automatically recognize and add all milestones on each stage to your Timeline view. Copy the full-size timeline and paste to the PowerPoint slide.

D. Add all summary tasks to your timeline. Add all milestones to your timeline. Copy the full-size timeline and paste to your PowerPoint slide.



Correct Answer: D

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#### QUESTION 4

You are an independent project manager who uses Microsoft Project.

You work on multiple projects for different customers and use only one project to manage their tasks. You invoice your customers on a monthly basis. To identify tasks that have not been invoiced, you create a custom field called Not Invoiced.

Without losing the original project tasks\' sort order, and without hiding any information, you need to see all tasks which have not been invoiced.

You create a custom filter based on the Not Invoiced custom field.

What should you do next?

- A. Apply the custom filter.
- B. Export to Microsoft Excel using the custom filter.
- C. Apply the custom filter and select the Highlight option
- D. Use the filter in the Group By function.

Correct Answer: C

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#### QUESTION 5

You are a project manager for a company that uses baselines in Microsoft Project.

Project stakeholders approve an update to the baseline of a project in progress. You enter the new tasks necessary to include the project schedule changes.

You need to update the baseline for the new tasks.

What should you do?

- A. Delete the current baseline and re-baseline the entire project.
- B. Copy the current schedule to the baseline1 fields.
- C. Select the new tasks and copy the schedule to the baseline1 fields for the selected tasks.
- D. Select the new tasks and set the baseline for the selected tasks.

Correct Answer: D

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