



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 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 2

You are reviewing a schedule in Microsoft Project. Your organization works a standard eight hours per day and 40 hours per week.

You observe that the mechanical engineer is scheduled to work 10 hours per day for two days on a task, but the cost calculated for the task is \$1,600. You believe the total should be \$1,720.

You need to identify the cause of this calculation error.

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

- A. Review the mechanical engineer's work on the task, and ensure that total Work is set to 8h and Ovt.Work is set to 2h.
- B. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$100/hr.
- C. Review the mechanical engineer's work on the task, and ensure that total Work is set to 16h and Ovt.Work is set to 4h.
- D. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$80/hr and Ovt.Rate is \$120/hr.
- E. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$80/hr and Cost/Use is \$120/hr.

Correct Answer: C

QUESTION 3

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

QUESTION 4

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 5

This question requires that you evaluate the underlined text to determine if it is correct.

You are reviewing a project schedule and observe that some of the finish dates are displaying wavy red lines, which indicate that there is an error in the task format.

Review the underlined text. If it makes the statement correct, select "No change is needed". If the statement is incorrect, select the answer choice that makes the statement correct.



- A. that there are overallocated resources on the task which need to be resolved
- B. No change is needed.
- C. that there is potentially an error in the calculation of the schedule and it should be resolved
- D. that the task is on the critical path, no action is needed

Correct Answer: C

References: <https://support.office.com/en-us/article/Warning-task-field-D1A55900-5C63-41BA-806C-551A389A312D>

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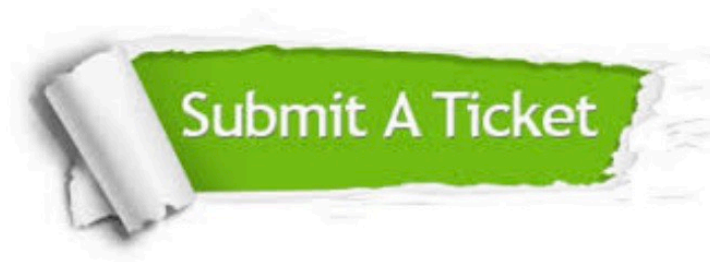
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