



74-343^{Q&As}

Managing Projects with Microsoft Project

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**QUESTION 1**

You are a project manager who uses Microsoft Project.

A customer has sent you a project plan, which contains several custom fields that you want to use in your project. You have a custom field named CF1 in the Number1 field in your project, and you have a custom field named CF2 in the Number1 field of your customer's project.

You need to copy the custom fields from your customer's project into your own. You do not want to overwrite your project custom field.

You open both projects.

What should you do next?

- A. Use the Organizer to move the custom fields from one project to the other.
- B. Cut and paste the custom fields from one project to the other.
- C. Drag the custom fields from one project to the other.
- D. Open the custom fields dialog box and use the Import Fields button.

Correct Answer: D

QUESTION 2

You manage a project for an organization that relies heavily on schedule baselines in Microsoft Project.

A change is approved for an in-progress project which you manage. You enter the new tasks necessary to include the changes to the project schedule.

You need to update the baseline in the most efficient manner.

What should you do?

- A. Update the current baseline to the baseline1 fields.
- B. Copy the current schedule to the baseline fields.
- C. Select a range of tasks and update the schedule to the baseline1 fields for the selected tasks.
- D. Select a range of tasks and update the baseline for the selected tasks.

Correct Answer: D

QUESTION 3

You are a project manager who uses Microsoft Project, and your task list includes a flag field that indicates, with Yes or No, if a non-summary task represents a physical deliverable.



Your project involves several tasks marked as deliverables, and management requires you to track how many deliverables are completed. The deliverable is considered completed when the Percent complete field is 100%.

You need to create a formula to calculate the total number of deliverables that are completed.

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

- A. Use the following formula: $\text{If}([\text{Physical Deliverable}]=\text{Yes And } [\% \text{ Complete}]=100,1,0)$.
- B. Set Calculation for tasks and summary groups to Sum.
- C. Use the following formula: $\text{If}([\text{Physical Deliverable}]=\text{Yes And } [\% \text{ Complete}]=100,0,1)$.
- D. Set Calculation for tasks and summary groups to Count All.

Correct Answer: AB

QUESTION 4

You are using Microsoft Project.

Management wants to see an overview of your project that shows the overall start and finish dates, total duration, and the name of the project. They want to see this information in a simple layout that does not include task details.

You need to show one line item that displays all the requested information in the Gantt view.

What should you do?

- A. Apply the Top Level Tasks filter.
- B. Select the Project Summary Task checkbox.
- C. Apply the Summary Tasks filter.
- D. Select the Summary Tasks checkbox

Correct Answer: B

You can show a project as a summary task in the task list.

In Microsoft Project 2010, 2013, and 2016, in the Format tab, in the Show/Hide section, check or uncheck the box next to Project Summary Task.

References:

<https://support.office.com/en-us/article/Show-the-project-summary-task-5f29729b-5b22-4e75-a8ab-c69f2aa17573>

QUESTION 5

You are using Microsoft PPM.

Your organization provides temporary staff to its customers. Temporary staff members are organized into junior level, standard level, and senior level. Each level is further categorized by two rates. The regular rate is for work within 100




kilometers and a higher rate is for work beyond that distance. You must include all temporary staff and all rates in your schedule.

You need to ensure that Project calculates total resource cost immediately when making a resource assignment. You want the ability to switch between the regular rate and the higher rate for each task.

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

Select and Place:

Actions	Answer Area
In Assignment Information, in the General area, change the Cost rate table.	
In Resource Information, in the Cost area, enter the regular rate on Cost rate table A and enter the higher rate on Cost rate table B for each resource.	
In Gantt Chart view, in the Fixed Cost field, enter the regular or higher rate.	
Assign the desired resource to the task.	
In Resource Information, in the Cost area, enter the regular and higher rates on Cost rate table A.	
In Gantt Chart view, display the Cost Rate Table field.	
On the Resource Sheet, enter the three types of temporary staff members.	

Correct Answer:



Actions

Answer Area

In Assignment Information, in the General area, change the Cost rate table.

On the Resource Sheet, enter the three types of temporary staff members.

In Gantt Chart view, in the Fixed Cost field, enter the regular or higher rate.

In Resource Information, in the Cost area, enter the regular rate on Cost rate table A and enter the higher rate on Cost rate table B for each resource.

In Resource Information, in the Cost area, enter the regular and higher rates on Cost rate table A.

Assign the desired resource to the task.

In Gantt Chart view, display the Cost Rate Table field.



On the Resource sheet, enter the three types of temporary staff members.

In Resource Information, in the Cost area, enter the regular rate on Cost table A and enter the higher rate on Cost table B for each resource.

Assign the desired resource to the task.

In Gantt Chart view, display the cost rate table field.

References:

<https://support.office.com/en-us/article/Add-resources-to-your-project-1a744960-d960-426a-b687-e42ba3f6c0cb>

<https://support.office.com/en-us/article/Enter-costs-for-resources-b4ced847-2655-4fa4-a621-3fc26fc81c88>

<https://support.office.com/en-us/article/View-project-cost-totals-0d3a2451-fb1e-4ba0-826e-20ee3b3d60cc>

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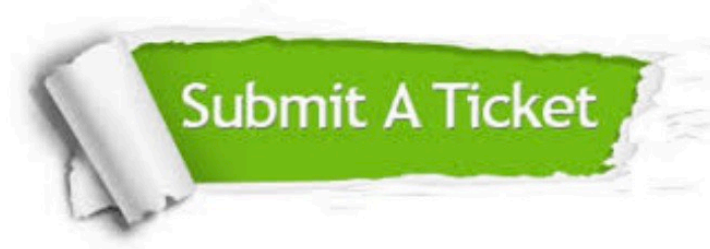
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