70-178Q&As

Microsoft Project 2010, Managing Projects

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QUESTION 1

You receive an e-mail message that contains a list of tasks. You need to create a new project schedule from the list of tasks.

What should you do first?

A. Open a previously saved Project 2010 file and save it as a blank template.

B. Create a list of tasks in Microsoft Excel, and save the file by using the .mpt file extension.

C. Create a new file in Project 2010 and paste the list of tasks.

D. Create a new template file in Project 2010.

Correct Answer: C

QUESTION 2

You need to ensure that when you add new tasks, the project schedule doesn\\'t set a start date and end date. What should you do?

A. Select Task from the main ribbon menu. Highlight the task that you want to change and select Manually Schedule.

B. On the Schedule tab of the Project options, change the New tasks created option to Manually Scheduled.

C. On the Advanced tab of the Project options, clear the Automatically add new resources and tasks check box.

D. On the Display tab of the Project options, clear the Edits to start and finish dates check box.

E. Click New Tasks and change the option to Auto Scheduled.

Correct Answer: B

QUESTION 3

You add a new summary task and detailed tasks to an existing project. You save the changes as Baseline2.

You discover that Baseline2 only displays work hours for detailed tasks.

You need to ensure that Baselinez displays work hours in the new summary task.

What should you do?

A.

Highlight the new summary task.?Click Set Baseline and select Baseline2.

Click the Selected tasks radio button, select From Subtasks into selected summary task(s), and then click OK.

B.

Highlight the new detailed tasks.?Click Set Baseline and select Baseline2.

Click the Selected tasks radio button, and then click OK.

C.

Highlight the new summary task.?Click Set Baseline and select Baseline2.

Click the Entire project radio button, and then click OK.

D.

Highlight the new detailed tasks.?Click Set Baseline and select Baseline2.

Click the Selected tasks radio button, select From Subtasks into selected summary task(s), and then click OK.

Correct Answer: A

QUESTION 4

You need to set the default constraint type for all new tasks to As Late As Possible. What should you do?

A. Select all tasks, and then click Layout.

B. In the Options dialog box, enable the New Tasks are effort driven check box.

C. Select all tasks, and then set the constraint type to As Late As Possible.

D. In the Project Information window, from the Schedule From drop-down list box, select Project Finish Date.

Correct Answer: D

QUESTION 5

You need to be able to send the custom Quick Access Toolbar to all users. What should you do?

A. Use the Reset all customizations option.

B. Use the Organizer tool.

C. Save the project as a Project 2010 template (.mpt) file.

D. Use the Export all customizations option.

Correct Answer: D

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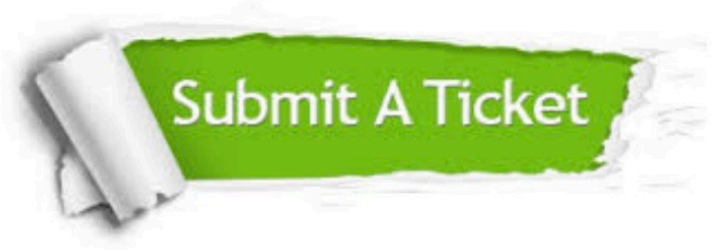

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