



# 70-178<sup>Q&As</sup>

Microsoft Project 2010, Managing Projects

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### QUESTION 1

You create a new Gantt Chart view. You need to copy the view to a different project. What should you do?

- A. Use the Links Between Projects tool.
- B. Use the Organizer tool.
- C. Use the Save Views feature.
- D. Use the Compare Projects feature.

Correct Answer: B

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### QUESTION 2

You need to create a new project schedule by using tasks from an existing project. You need to achieve this goal without inheriting actual hours from the existing project. What would you do first?

- A. On the File menu in Project 2010, use one of the existing templates.
- B. Save the task list in Microsoft Excel and use the Project Import Wizard.
- C. Open the previously saved project schedule and save it as a template.
- D. Save the task list as a Microsoft Excel template.

Correct Answer: C

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### QUESTION 3

You have a list of tasks in Microsoft Excel 2010.

You need to create a Microsoft Project 2010 schedule that maintains the order of the tasks.

Which two actions could you perform? (Each correct answer presents a complete solution. Choose two.)

- A. From Excel 2010, save the file by using the .mpp file extension.
- B. From Project 2010, use the New from Excel workbook wizard.
- C. From Project 2010, use the Open command and select the Excel file.
- D. From Excel 2010, save the file by using the .mpt file extension.

Correct Answer: BC

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#### QUESTION 4

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

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#### QUESTION 5

Your project has a part-time resource who works 4 hours a day from Monday through Thursday.

You need to ensure that your project plan accommodates the part-time resource.

What should you do?

- A. Update the base project calendar.
- B. Change the working time for the resource.
- C. Change the maximum units for the resource.
- D. Assign the resource only to tasks that are scheduled on the working days.

Correct Answer: B

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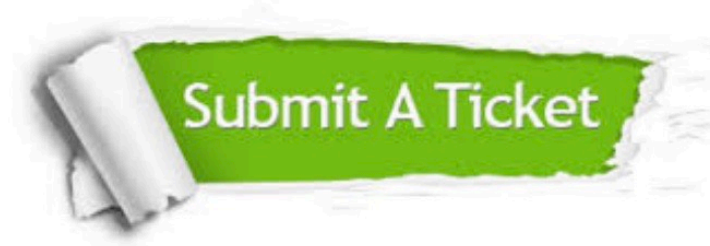
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