74-343 Q&As

Managing Projects with Microsoft Project

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QUESTION 1

You manage a project for an organization that uses Microsoft Project.

You reset the baseline for some selected tasks. After the baseline has been updated with the new values, you realize that some of the summary baseline duration values are not correct.

You need to resolve this problem.

What should you do?

A. Update the summary tasks manually with the new duration values.

B. Change all task durations to the same denomination values, such as days, weeks, or months.

C. Reset the baseline for the selected tasks and select the Roll up baselines to all summary tasks option.

D. Reset the summary tasks to manual scheduling.

Correct Answer: C

QUESTION 2

You use Microsoft Project to create a new project from a corporate template.

You observe that the information displayed for each task in a phase named Consumer Testing is shown with horizontal lines through the text, and the text is lighter as compared to other tasks in the schedule.

You need to ensure that the Consumer Testing phase is available for this schedule.

What should you do?

A. Select all of the tasks in the Consumer Testing phase and reformat them to remove Strikethrough. Make additional formatting adjustments until the tasks match the other tasks.

B. Select all the tasks in the Consumer Testing phase and then select Inactivate.

C. Select all of the tasks in the schedule and click Inactivate.

D. Delete all tasks in the Consumer Testing phase.

Correct Answer: B

References: https://support.office.com/en-us/article/Inactivate-a-task-b588a7f4-3008-45ab-947b-2140b0b694bd

QUESTION 3

Your organization uses Microsoft Project.

A senior stakeholder in a project asks you to determine when a task is over budget by comparing the baseline cost of a task to the cost. Additionally, the senior stakeholder wants you to display a graphic indicator when the baseline cost is

greater than the cost.

You write a formula to display the indicator, but it only displays for normal tasks and not for summary tasks.

You need to make the indicator display for summary tasks.

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

A. Within the Custom Field, set Calculation for task and group summary rows to Use Formula.

B. Within the Custom Field, set Calculation for task and group summary rows to Maximum.

C. Within the Graphical Indicators dialog box, check the Import Indicator Criteria button.

D. Within the Graphical Indicators dialog box, check Summary rows inherit criteria from nonsummary row.

Correct Answer: AD

QUESTION 4

A company is open for business Monday through Friday, 7:30 A.M. to 4:30 P.M. The company closes a total of eight full days and two half days for holidays each year. For the months of June, July, and August, the company closes at 1 P.M.

on Fridays.

You need to ensure that all projects show when employees can perform work.

Which three actions should you perform? Each correct answer presents part of the solution.

A. Edit the standard calendar.

B. On the Work Weeks tab, add a row named Summer. Enter the Start and Finish dates, and then edit the details to set specific working times for Friday.

C. Use the Exceptions tab to enter information for holidays.

D. In the Project Options dialog box, on the Schedule tab, change Hours per day to 4.

E. Open the Project Information dialog box for the project.

Correct Answer: ABC

QUESTION 5

You are building a schedule by using Microsoft Project.

You use the Import Wizard to import five columns of data from an older Microsoft Excel workbook into Project. You receive an error message, and the tool does not import the requested data into the open schedule.

You need to import the data from Excel.

What should you do?

A. On the Macro Settings tab of the Trust Center Settings dialog, enable all macros.

B. Copy and paste the five columns from the Excel workbook into a Microsoft Word table. Then import the Word table into Project.

C. On the Legacy Formats tab of the Trust Center Settings dialog, select the Do not open/save file with legacy or non-default file formats in Project option.

D. On the Legacy Formats tab of the Trust Center Settings dialog, select the Allow importing of legacy or non-default formats option.

Correct Answer: D

References: http://eimagine.com/microsoft-project-2013-recommended-project-options/

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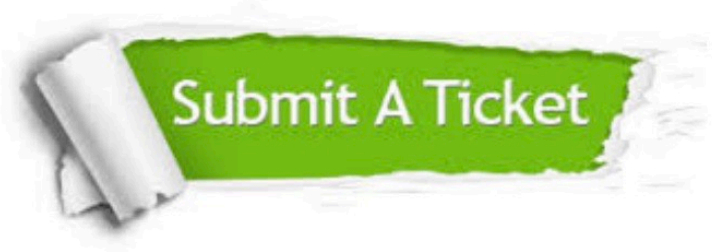

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