



74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You manage a project by using Microsoft Project.

The Indicators column in the Gantt Chart view shows that there are overallocated resources for a task. A resource is assigned to multiple tasks at 100% on a specific day, totaling 2.5 hours of work for the day. The resource has availability of 8

hours for the day.

You need to solve this problem.

What should you add to the task?

- A. A deadline
- B. A Finish to Start relationship
- C. A Finish to Finish relationship
- D. More work

Correct Answer: B

QUESTION 2

Your organization uses Microsoft Project.

You are finalizing the Project Schedule for a very complex project with over 100 resources.

You need to ensure that all tasks are assigned to resources.

What should you do?

- A. Use Task Usage view and look for Unassigned tasks.
- B. Use Resource Graph view and look for the Unassigned resource name.
- C. Use Resource Usage view and look for the Unassigned resource name.
- D. Use Resource Sheet view and look for Unassigned tasks.

Correct Answer: C

QUESTION 3

You are a project manager who uses Microsoft Project.

You work in a software development project, which is in progress and has reached 60% of actual progress. Your company decides to use the new Project Reports views to communicate all the project progress across the key users. They also



decide to report information about a specific period only, normally one month behind the current day.

You need to access the report view that your company previously created; however, you must only modify the period displayed in the report and ensure that another period will not be presented.

What should you do?

- A. Access your report and change the scale by zooming in and out.
- B. Access your report and create a new Date Range group.
- C. Access your report and use the default Date Range filter.
- D. Access your report view and edit the time category under the field list pane.

Correct Answer: D

QUESTION 4

You are a project manager who uses Microsoft Project.

You manage a critical project, which involves many team members. You are the only team member who has Microsoft Project. You need to receive updates from team members directly from Microsoft SharePoint without having to reenter the

updates in your project.

What should you do?

- A. Set up your project to sync with a SharePoint Task List.
- B. Save your project as an mpp file to a SharePoint Shared Documents library.
- C. Copy and paste all tasks into a Microsoft Excel file saved in SharePoint.
- D. Copy and paste all tasks into a new SharePoint Task List.

Correct Answer: A

QUESTION 5

You are a project manager for an organization that uses Microsoft Project.

You add shortcuts on the Quick Access Toolbar to your most frequently used commands.

Your manager is impressed with the ease of use this customization provides and would like other project managers in the group to use it.

You need to deploy the customization to these project managers.

What should you do?

- A. Save a Project File with the customizations to the ribbon in the file. Ask the other project managers to open the file.



B. Email your global.mpt file to each project manager. Ask them to place the template in the %appdata%\Microsoft\MS Project\15 \1033 folder.

C. Click on the Import/Export button to export the customizations to a file. Ask the other project managers to import the file.

D. Use regedit to export the following key: HKLM\Software\Microsoft\Office\15.0\User Settings\ProjectRibbon. Ask the other project managers to import the key.

Correct Answer: C

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