74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You are a project manager who uses Microsoft Project.

You work on a project that requires you to generate many documents. Each task in your project plan must have a document associated and stored in your Microsoft SharePoint Intranet Environment. These documents are 25 megabytes in

size.

You need to share this project plan by email with your team and ensure that they can easily access the documents.

What should you do?

A. In the Task Information notes, insert an object from a file. Uncheck the Link option and make sure that it is a document, not a link. Select your document and click on it. Project will automatically create the reference to this document.

B. Create a task custom field named Link to Document, and select the field type as Text Hyperlink. Copy the SharePoint URL of each document and paste it as a text into the Link to Document task custom field. Microsoft Project will convert this text to a clickable hyperlink.

C. Copy and paste the document into your Gantt chart, and create a link between your task and the document.

D. Go to backstage and use the feature Add and Link a SharePoint Document to My Tasks to select your document in your SharePoint Library. Select your task. Project will automatically create a clickable hyperlink.

E. Copy the SharePoint URL of each document and paste in the Hyperlink task standard field as a text. Project will convert this text to a clickable hyperlink.

Correct Answer: E

QUESTION 2

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to make sure that all new task durations are shown as estimated.

What should you do?

A. Enter the duration suffixed with -ed for estimated days.

B. Use a task custom field and set the Roll task down to assignment check box.

C. Use an assignment custom field and set the Roll assignment up to task check box.

D. Set the task to manually scheduled.

E. From Project Options| Schedule tab, select the New scheduled tasks have estimated durations check box.

F. From Project Options| Schedule tab, select the Show that scheduled tasks have estimated durations check box.

Correct Answer: F

References:

https://books.google.co.za/books?id=qGMDDgAAQBAJandpg=PT67andlpg=PT67anddq=New+scheduled+tasks+have+
estimated+durations+check+box-+project

+2013andsource=blandots=cGtZdFGmNjandsig=1viYmAFxTIEPqg_q8InqqCWl18Yandhl=enandsa=Xandved=0ahUKE
wj6uuHUqfLVAhUOOsAKHcqJDcwQ6AEIUjAI#v=onepageandq=New%20scheduled%20tasks%20have%20estimated%
20durations%

20check%20box-%20project%202013andf=false

QUESTION 3

You recently updated a schedule by using Microsoft Project.

The vice president of engineering has asked you to show progress only on project milestones and identify milestones
falling behind.

You need to find a way to show milestone progress.

Which solution would you meet this objective?

A. Run the Late Tasks report.

B. Run the Milestone report.

C. Run the Slipping Tasks report.

D. Show Gantt Chart view and filter for Milestones.

Correct Answer: D

References: https://support.office.com/en-us/article/Overview-of-Project-
views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d

QUESTION 4

You are managing a project schedule by using Microsoft Project.

You need to implement stoplight indicators that represent the difference between the baseline finish date and the
planned finish date for a task.

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

A. Assign graphic indicator values based on the values contained in the custom field.

B. Create a custom task field with a look-up table that contains the stop light values.

C. Create a custom field named TaskStatus.

D. Create a custom task flag field, and then set the graphic indicator to show red, yellow, or green based on the value in
the field.

E. Create a formula in the custom field.

Correct Answer: ABC

References: https://support.office.com/en-us/article/Add-indicators-09ee6a60-e171-431a-8e1d-58adc2a317cf

QUESTION 5

This question requires that you evaluate the underlined text to determine if it is correct.

You are a project manager on a corporate IT project. Your finance manager has asked you to present the overall financial status of your project in a 10-minute time slot at the next meeting of the executive team. You decide to display the Cost

Overview Dashboard report, paste it onto a Microsoft PowerPoint slide to show at the meeting, and print handouts.

Review the underlined text. If it makes the statement correct, select "No change is needed". If the statement is incorrect, select the answer choice that makes the statement correct.

A. No change needed.

B. display the Resource Cost Overview, copy it to a PowerPoint slide, and print it to hand out at the meeting

C. print the Tracking Gantt with the Costs table to hand out at the meeting

D. open the Milestone Report, use PowerPoint\\'s Insert Screenshot command to create a slide, and print handouts for the meeting

Correct Answer: A

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