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QUESTION & ANSWER

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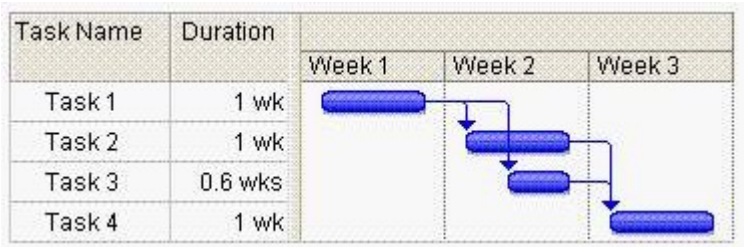Accurate study guides

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Exam : **070-632**

Title : TS:Microsoft Office Project 2007.Managing Projects

Version : DEMO

1.In Microsoft Office Project Standard 2007, you create the following project plan:

A.Display the Task Usage view.

B.Display the Task Drivers pane.

C.Display the Resource Usage view.

D.Display the Project Information dialog box.

Answer: B

2.You are creating a project schedule in Microsoft Office Project Standard 2007. You assign one resource to a task that requires a constant effort over a fixed period of time. You need to set the task type so that you can reduce the amount of work the original resource performs on the task by assigning additional resources. What task type should you use?

A.fixed units, effort-driven

B.fixed duration, effort-driven

C.fixed units, non effort-driven

D.fixed duration, non effort-driven

Answer: B

3.You plan the next phase of a project in more detail by creating new tasks in an existing project plan.You insert a new task between two existing tasks.Microsoft Office Project Standard 2007 automatically creates a predecessor and successor.

You need to disable the automatic creation of predecessors and successors.

What should you do

A.Turn off the autolink option.

B.Calculate multiple critical paths.

C.Delete links that you do not need.

D.Enable the manual calculation mode.

Answer: A

4.You are tracking a project in Microsoft Office Project Standard 2007.

For the work performed to date, you need to know whether the actual cost exceeds the budget.

What should you do

A.Set the status dateto the beginning of the project, and then establish whether the earned value cost variance (CV) is negative.

B.Set the status dateto the last status update deadline, and then compare the estimate at completion (EAC) to the budgeted cost of work scheduled (BCWS).

C.Set the status dateto the end of the project, and then compare the actual cost of work performed (ACWP) to the budgeted cost of work scheduled (BCWS).

D.Set the status dateto the last status update deadline, and then compare the actual cost of work performed (ACWP) to the budgeted cost of work scheduled (BCWS).

Answer: D

5.You are reviewing a project schedule that you are tracking in Microsoft Office Project Standard 2007.You have saved a baseline.

You need to ascertain whether the milestones are on schedule.

What should you do

A.Display the Actual Work field in the Tracking table.

B.Display the Actual Work field in the Baseline table.

C.Display the Start Variance field in the Variance table.

D.Display the Actual Start Date field in the Tracking table.

Answer: C

6.You measure the performance of a project you are tracking in Microsoft Office Project Standard 2007 by updating the completion percentage of the tasks.The actual cost of work performed (ACWP) for all tasks is $0.00.The project has a baseline and all values have been calculated.

You need to ensure that the ACWP shows data other than $0.00.

What should you do first

A.Assign budget resources to the project summary task.

B.Enter standard resource rates that are greater than zero.

C.Select the Manual calculation mode, and then perform a calculation.

D.Select the Physical % Complete option for earned value purposes.

Answer: B

7.In Microsoft Office Project Standard 2007, you create three tasks in a project plan by using the manual calculation mode.After you create the tasks, the Gantt chart displays the following image:

You need the Gantt chart to automatically display the tasks in sequence instead of in parallel.

What should you do

A.Display the Calendar view.

B.Perform a project calculation.

C.Set the project options so that Project automatically links inserted or moved tasks.

D.Set the project options so that Project automatically adds new resources and tasks.

Answer: B

8.You are creating a project management methodology.You document project management procedures and create specialized project management process templates.

You need to apply the processes in the context of Microsoft Office Project Standard 2007.

What should you do first

A.Create a Project Guide.

B.Display the Task Driverspane.

C.Display the Hyperlinks column.

D.Display the Microsoft Office Online Web site.

Answer: A

9.You create tasks in a project plan in Microsoft Office Project Standard 2007.

You need to see the project start and finish dates and the task start and finish dates on the table side of the Gantt Chart view.

What should you do

A.Display the Work table.

B.Display the Schedule table.

C.Display the project summary task.

D.Generate the default project summary overview report.

Answer: C

10.You are managing a project schedule in Microsoft Office Project Standard 2007.You create 100 new tasks in the project plan.Each task has a duration of 5 days, which you indicate by entering 5 in the Duration field.After every third task you create, Project displays a message about an alternative method of setting the task duration.

You need to stop the message from appearing.

What are two possible ways to achieve this goal (Each correct answer presents a complete solution.Choose two.)

A.Turn off the Project Guide.

B.In the message box, select the Dont tell me about this again check box.

C.In the general program options, disable the feature that provides advice about scheduling.

D.In the general program options, disable the feature that provides advice about using Project.

Answer: BD

11.You create a shared resource pool in Microsoft Office Project Standard 2007.You are allowed to use

only resources from the shared resource pool in your projects.

You need to ensure that Project issues a warning if you use resources that are not in the shared resource pool.

What should you do

A.Turn on the Project Guide.

B.Activate the Advice about errors option.

C.Deactivate the automatic addition of new tasks and resources.

D.Start the Planning Wizard, and then choose the Advice about scheduling option.

Answer: C

12.In Microsoft Office Project Standard 2007, you create a task that includes 80 hours of work and has a duration of 10 days.You assign one resource at 100 percent with a standard rate of $100 per hour, resulting in an actual cost of $8,000.

You set the baseline.You set the status date to a date that is later than the task finish date, and set the actual task finish date to the same date as the task finish date.The actual cost of work performed (ACWP) changes to $7,900.

You need the ACWP to equal the actual cost.

What should you do

A.Add an hour of work on the working day after the actual finish.

B.Change the baseline cost to $7,900 and then recalculate the project schedule.

C.Change the default end time for project tasks to 5:00 P.M., and re-enter the actual finish date.

D.Reduce the resource standard rate to $79, save a baseline, and then recalculate the project schedule.

Answer: C

13.You are creating a project schedule in Microsoft Office Project Standard 2007.You set the project start date to today and enter a task.You notice that the year shown in the project timescale does not match the date shown in the date field.

You need the timescale to show the current year instead of the next year.

What should you do

A.Modify the project calendar.

B.Use the starting year for fiscal year numbering.

C.Set new tasks to start by default on the current date.

D.Set the label for the timescale year tier to Year 1, Year 2 & (From Start).

Answer: B

14.In Microsoft Office Project Standard 2007, you create a new task in a project plan, and assign a resource to the task.The default task duration is 1 day, and the default amount of work is 7 hours.

You need to change the calendar options to set the default amount of work to 8 hours.

What should you do

A.Set the hours per day to 8.

B.Set the hours per week to 40.

C.Set the days per month to 20.

D.Set the default start time to 8:00A.M.and the default end time to 4:00P.M.

Answer: A

15.You use Microsoft Office Project Standard 2007 to manage project schedules.The fiscal year of your organization starts in July.

You need to apply this fiscal year to all future projects by using the options.

What should you do

A.Set July as the start of the fiscal year, and make this the default.

B.Create a project plan template with the project start date set to June 30.

C.Create a project plan template with the project start date set to July 1.

D.Set July as the start of the fiscal year, and use the starting year for numbering.

Answer: A

16.You are using a project plan created by another person as an example of how to create a project in Microsoft Office Project Standard 2007.However, you do not want the original authors name to be associated with your project plan.

You need to remove the original project plan author's name from the project plan.

What should you do

A.Increase the macro security level to High.

B.Delete the user name from the program options.

C.Remove the authors resource from the resource pool.

D.Turn on the removal of information from the file properties.

Answer: D

17.You are opening old project schedule in Microsoft Office Project Standard 2007.The Project files have been customized to prompt you for your username before opening, so Project can log your actions.When you open the files, you notice that the prompt does not appear and logging does not take place.

You need to restore the functionality in the files.

What should you do

A.Change the file extension to .mcr.

B.Decrease the macro security level to Medium.

C.Set the macro security level to allow only macros installed in trusted locations.

D.Activate the Allow loading files with legacy or non default file formats option.

Answer: B

18.You are managing a project in Microsoft Office Project Standard 2007.You will be managing similar

projects in the future, and plan to reuse information from the current project.

You need to save the tasks, durations, views, and formatting of the current project for reuse.

What should you do

A.Save the project as a template.

B.Create a baseline of the project schedule.

C.Copy the project s rows from the Gantt Chart view into another project file.

D.Use the Organizer to transfer the information you want to save from your project into the Global.mpt file.

Answer: A

19.You are tracking a project in Microsoft Office Project Standard 2007.Resources A and B are each assigned to work 40 hours on a task.After each resource works 30 hours, you update the schedule to reflect the actual work to date.Resource B estimates that she will need to work a total of 50 hours to complete her task assignment.

You need to update the schedule to reflect the new Resource B work estimate.

What should you do

A.Set the Work value for the task to 50.

B.Set the RemainingWork value for the task to 50.

C.Set the Work value for the resource assignment to 20.

D.Set the RemainingWork value for the resource assignment to 20.

Answer: D

20.You are tracking a project in Microsoft Office Project Standard 2007.A task in the project schedule is divided into two resource assignments.Each assignment will take 40 hours to complete.Resource A can begin the first week of the project.Resource B can begin 1 week later.

You need the project schedule to reflect two resources with different start dates assigned to one task.

What should you do

A.Create one resource for the task, and then assign 80 hours of work to this resource.

B.Create a task that has a duration of 2 weeks, and then assign both resources to the task.For Resource A, set the assignment to be front loaded.For Resource B, set the assignment to be back loaded.

C.Create a task that includes 40 hours of work and has a duration of 2 weeks.Assign both resources to the task.For Resource A, set the start date to the beginning of the first week.For Resource B, set thestart date to 1 week later.

D.Create a task that has a duration of 2 weeks, and then assign both resources to the task.Assign 40 hours of work to each resource.For Resource A, set the start date to the beginning of the first week.For Resource B, set the start date to 1 week later.

Answer: D