Microsoft 70-632

TS: Microsoft Office Project 2007, Managing Projects
Version: 32.0

Topic 1, Exam Set A

QUESTION NO: 1

You complete a project and want to archive your Microsoft Office Project 2007 project schedule. You review the project history with the team, and save several WBS diagrams as image files, and several pages of lessons learned. You need to include all the lessons learned in the file that you will be archiving. What should you do?

A. Enter the information in the Notes field.
B. Display the Text1 field and rename to Lessons Learned. Enter the lessons learned in this field.
C. Create a custom Project property of type text. Name it Lessons Learned and enter the lessons learned in this field.
D. Open the lessons learned document in Microsoft Office Word 2007 and the project file, and then select the Update Project menu item.

Answer: A
Explanation:

QUESTION NO: 2

You are creating a project schedule in Microsoft Office Project Standard 2007. One of the five project tasks can be worked on only at night. You need to ensure that the resources assigned to this task are scheduled to work during the night shift. What should you do?

A. Set the appropriate overnight working times as an exception in the project calendar.
B. Set the appropriate overnight working times as an exception in the Night Shift calendar.
C. Apply the Night Shift calendar to the task, and then ensure that the task is effort-driven with Standard resource calendars.
D. Apply the Night Shift calendar to the task, and then ensure that Project will ignore resource calendars when scheduling the task.

Answer: D
Explanation:

QUESTION NO: 3

You are using Microsoft Office Project Standard 2007 to create a project schedule in which you will be tracking the critical path of a set of linked tasks. When you add new tasks, their start dates default to the project start date.

You need to order the tasks on a timeline so that you can analyze the critical path.

What should you do?

A. Enter starting dates for the tasks.
B. Assign resources, and then level them.
C. Enter task IDs in the Predecessors column.
D. Drag the tasks to their correct starting dates.

Answer: C
Explanation:

QUESTION NO: 4

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: B,D
Explanation:

QUESTION NO: 5

You are adding a task to an existing project schedule in Microsoft Office Project Standard 2007. The task should start Tuesday, January 5 and must complete by Friday, January 8.

You need to schedule the task. What should you do?

A. Set a Must Start On constraint on January 5.
B. Set a Finish No Later Than constraint on January 8.

C. Set a Must Start On constraint on January 5 and a Finish No Later Than constraint on January 8.

D. Set a Start No Earlier Than constraint on January 5 and a Finish No Later Than constraint on January 8.

Answer: B

Explanation:

QUESTION NO: 6

You are managing a project schedule in Microsoft Office Project Standard 2007. A scheduled task requires 100 hours of work and has a duration of 10 days. One resource is available to do the work, but you might get another.

You need to set up the task so that if you add another resource, the new resource will share the hours with the original resource and the finish date will remain the same.

What task type should you use?

A. fixed work
B. fixed units, effort-driven
C. fixed duration, effort-driven
D. fixed duration, non effort-driven

Answer: C

Explanation:

QUESTION NO: 7

You are building a project plan in Microsoft Office Project Standard 2007. You expand the project plan to display all outline levels and the project summary task. You enter resources and their costs. You have not yet set a baseline. You need to estimate the total cost of the project. What should you do?

A. Display the cost of Task 0.
B. Display the estimate at completion (EAC) field.
C. Display the Budget Cost column in the Task and Resource Usage views.
D. Assign the resources to the project summary task, and then display the task resources.

Answer: A

Explanation:

QUESTION NO: 8

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
Explanation:

QUESTION NO: 9

You are preparing a multi-year project schedule in Microsoft Office Project Standard 2007.

You need to set up the schedule so you can easily switch between viewing all tasks organized by WBS and by the month they are scheduled to end.

What should you do?

A. Create a custom filter based on the Date Range filter.
B. Define Group By criteria for finish dates, with an interval of months.
C. Set the project timescale to use months as the middle-tier interval.
D. Set the project timescale to use months as the bottom-tier interval

Answer: B
Explanation:

QUESTION NO: 10

In Microsoft Office Project Standard 2007, you create a project plan for managing one-hour meetings that are part of a project. For each meeting, you create one task with a resource assignment for each attendee.

You need to ensure that all meeting tasks show that more work is required for meetings when additional resources attend.

What type of task should you set as the default?

A. fixed work
B. fixed units and effort-driven
C. fixed duration and effort-driven
D. fixed units and non effort-driven

Answer: D
Explanation:

QUESTION NO: 11

You are creating a project schedule in Microsoft Office Project Standard 2007. Tasks A and B each have a projected duration of 10 days. You expect the actual duration of one or both tasks to change when work begins. You want Task B to start when Task A is 60 percent complete.

You need to model these tasks in the project schedule by creating a dependency from Task A to Task B.

Which type of dependency should you create?

A. start-to-start, with a lag of 6 days
B. finish-to-start, with a lag of 60%
C. finish-to-start, with a lag of 40%
D. finish-to-start, with a lag of 4 days

Answer: C
Explanation:

QUESTION NO: 12

In Microsoft Office Project Standard 2007, you are monitoring the progress lines and earned value

of your project. You need to update the status date in the project schedule to ensure the correct calculation of your projects progress. What should you do?

A. Enter the appropriate status date in the Project Information dialog box.
B. Enter the appropriate status date in the project files Properties dialog box.
C. Modify settings so that Project calculates progress lines based on the project status date.
D. Modify settings so that Project propagates changes made to the task completion status to the project status date.

Answer: A
Explanation:

QUESTION NO: 13

You are managing a project schedule in Microsoft Office Project Standard 2007. A task assigned to a resource will take 10 hours to complete. Due to other project commitments, he requires 3 weeks to complete the task and will not finish early. The project schedule is based on a Monday-to-Friday work week and an 8-hour work day.

You need to set up the task to correctly represent the available information.

What should you do first?

A. Create a fixed units task that has a Work value of 10 hours.
B. Create a fixed work task that has a Work value of 10 hours.
C. Create a fixed duration task that has a Work value of 10 hours.
D. Create a fixed duration, non effort-driven task that has a Work value of 30 hours.

Answer: C
Explanation:

QUESTION NO: 14

You are tracking a project in Microsoft Office Project Standard 2007. A resource is assigned to a task that currently has a duration of 20 days. The resource informs you that she has worked on the task for 5 days, and will complete it in another 10 days.

You need to update the task.

What should you do?

A. Update the Work and Actual Start fields for the assignment in the Task Usage view.

B. Update the % Complete and Remaining Duration fields for the task in the Tracking Gantt view.

C. Update the Physical % Complete and Remaining Duration fields for the task in the Gantt Chart view.

D. Update the Budget Work and Units fields for the assignment in the Gantt Chart view with the task form displayed.

Answer: B

Explanation:

QUESTION NO: 15

You are creating a schedule in Microsoft Office Project Professional 2007.

For budgeting purposes, you allocate resources 6 months in advance of the project. You do not know who will be assigned to your project at this time.

You need to forecast when the project will need resources with specific skills.

What should you do?

A. Assign work resources to tasks and use the default Calendar view.

B. Assign work resources to tasks and use the default Network Diagram view.

C. Assign generic resources to tasks and use the default Resource Sheet view.

D. Assign generic resources to tasks and use the default Resource Graph view.

Answer: D

Explanation:

QUESTION NO: 16

You are displaying a project schedule in Microsoft Office Project Standard 2007 in the Gantt Chart view. The Earned Value table is displayed.

You need to display the actual cost of work performed (ACWP) for the last day of the previous update period.

What should you do?

A. Set the status date to the end date of the last update period.

B. Set the current date to the end date of the last update period.

C. Set the Earned Value method of all tasks to Physical % Complete.

D. Set the Earned Value method of the project to Physical % Complete.

Answer: A

Explanation:

QUESTION NO: 17

You are planning a project in Microsoft Office Project Standard 2007. You assign two resources 80 hours of work each for a task that has a duration of 10 days. After one week. Resource A has worked 40 hours and reports that she needs another 20 hours to complete her assignment.

Resource B has worked 40 hours and reports that he needs another 60 hours to complete his assignment. Resource A and Resource B have the same skill set.

You update the schedule with these hours, and the task duration changes to 12.5 days.

You need to reschedule the remaining work so that the existing resources can complete the task within the original timeframe.

In the Task Usage view, what should you do?

A. Change Resource As remaining work to 40 hours.

B. Change Resource Bs remaining work to 40 hours.

C. Change each resource's remaining work to 40 hours.

D. Change each resources actual work to 40 hours.

Answer: C

Explanation:

QUESTION NO: 18

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
Explanation:

QUESTION NO: 19

You are updating a project schedule in Microsoft Office Project Standard 2007. A task with one resource assigned to it was scheduled to be completed before the current status date. You update the % Complete field according to the status provided by the resource. The remaining portion of the work is still scheduled in the past.

You need to ensure that when you update schedule information, Project does not schedule work in the past. What should you do?

A. Set the progress lines at the status date.
B. Set the current status date in the project information.
C. Set the calculation option to Move end of completed parts after status date back to status date.
D. Set the calculation option to Move start of remaining parts before status date forward to status date.

Answer: D
Explanation:

QUESTION NO: 20

You are managing a project schedule in Microsoft Office Project Standard 2007. You assign one resource to a 5-day task. After completing 4 days of work, he is called away on an emergency.

The remaining 8 hours of work are due for completion tomorrow. The resource is unable to complete the task until next week: He will work 4 hours next Monday and 4 hours next Wednesday.