



Microsoft Project 2010, Managing Projects

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### **QUESTION 1**

Your project has Subject Matter Experts (SMEs) who are consulted for each task.

You need to create a single field that includes a list of SME names that can be associated with each task.

What should you do?

- A. Create a task custom field that includes a lookup table custom attribute.
- B. Enter the list of SME names on the Resource tab of the Task Information window.
- C. Create a project custom field that includes a lookup table custom attribute.
- D. Create a resource custom field that includes a lookup table custom attribute.

Correct Answer: A

### **QUESTION 2**

You use Project Professional 2010 to manage a project. John, a team member, is over-allocated.

You need to identify the dates on which the over-allocation occurs.

What should you do?

- A. Use the default Leveling Gantt view.
- B. Use the Team Planner view.
- C. Use the Timeline view.
- D. Use the Task Information dialog box.
- E. Use the Task Details Form.

Correct Answer: B

### **QUESTION 3**

You need to create a project plan in Project 2010 from a list of tasks in a Microsoft Access 2010 database. What should you do?

A. From Windows Explorer, change the file extension of the Access 2010 file to .mpp, and then open the file in Project 2010.

B. From Project 2010, use the ODBC feature.

C. Use the Project Import Wizard.

D. In the Visual Reports dialog box, click the Save Data button and use the Field Picker option.



Correct Answer: C

### **QUESTION 4**

You need to replace the resource assignment for an in-progress task.

You also need to retain the Work, Actual Work, Remaining Work, and Baseline data for the task.

What should you do?

- A. Use the Resource Name column drop-down list.
- B. Use the Resource Pool feature.
- C. Use the Team Planner feature.
- D. Use the Level Selected feature.

Correct Answer: C

### **QUESTION 5**

Your project has a part-time resource who works 4 hours a day from Monday through Thursday.

You need to ensure that your project plan accommodates the part-time resource.

What should you do?

- A. Update the base project calendar.
- B. Change the working time for the resource.
- C. Change the maximum units for the resource.
- D. Assign the resource only to tasks that are scheduled on the working days.

Correct Answer: B

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