



Microsoft Project 2010, Managing Projects

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QUESTION 1

You receive a Microsoft Outlook e-mail message that contains the following task outline:

Establish corporate internal communications process.

Find out the regional and country divisions\\' communications process.

Plan communication methods, logistics, and timings.

Establish regional and country communications to sales, marketing, and management. Find out the internal systems that must respond to the campaign.

Create communications plan.

Identify internal training requirements.

Develop internal training.

Organization of internal communications and training completion. You need to incorporate the task outline into your project plan.

What should you do?

A. Use the Bulk Import tool from the Project 2010 Solution Starters toolkit.

B. Copy and paste the task outline into the Task Sheet view of Project 2010.

C. Use the Task Inspector feature from Outlook.

D. Use the Import Outlook Tasks option.

Correct Answer: B

QUESTION 2

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 3

You have a task named Tasks that has a duration of four days and a finish-to-finish relationship with a task named Task4. You need to reconfigure Tasks to be a milestone. You also need to retain the original duration and resource assignments. You select Tasks. What should you do next?

- A. Remove the predecessor assignments.
- B. Click the Insert Milestone button.
- C. Select the Mark Task as Milestone check box.
- D. Change Work to zero hours.

Correct Answer: C

QUESTION 4

You need to view only the task name, start and finish dates, percentage of work completed, and a Gantt chart. What should you do?

- A. Create a custom filter and a custom view.
- B. Create a custom table and a custom group.
- C. Create a custom filter and a custom table.
- D. Create a custom table and a custom view.

Correct Answer: D

QUESTION 5

Standard working hours are eight hours a day from Monday through Friday. You create a task of fixed units and set the duration to 2 days.

You assign the task to John at 100 percent. John wants to work only 50 percent on the task. You change John\\'s assignment units to 50 percent for the task.

Which set of values describes the specified task?

- A. Duration shows 2 days; Work shows 0 hours
- B. Duration shows 4 days; Work shows 16 hours
- C. Duration shows 4 days; Work shows 8 hours
- D. Duration shows 2 days; Work shows 8 hours
- E. Duration shows 2 days; Work shows 16 hours



Correct Answer: B

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