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TS: Microsoft Office Project 2007. Managing Projects

Q&A

DEMO Version

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Technical and Support Team
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Question: 1
You open Project to create a new project for your Company regarding event planning and execution. You want to use the Project Guide task pane to help you initiate the project. However, when you right-click the Standard toolbar, Project Guide is not available. How can you enable the Project Guide? (Choose all that apply.)

A. Choose Turn On Project Guide from the View menu.
B. Change the view from Gantt Chart to Calendar. Because the Gantt Chart is so large there is no room for the Project Guide task pane.
C. From the Insert menu, choose Turn On Project Guide.
D. Select the Enable Display Project Guide check box on the Interface tab in the Options dialog box.

Answer: A, D

Question: 2
You are working for Company com. Before an important project meeting, your manager let you display the WBS codes that you have not customized at once. How to display the WBS codes as fast as possible?

A. Input the WBS code as part of the task names.
B. Change project options to show the outline number.
C. Update the ID field in a task table you are using.
D. Insert the Unique ID field in a task table you are using.

Answer: B

Question: 3
You are working for Company com. You document project management procedures and create specialized project management process template. What should you do first to apply the process in the context of Office Project Standard 2007?

A. Create a Project Guide.
B. Open the Task Drivers pane.
C. Open the Hyperlinks column.
D. Open the Microsoft Office Web site.

Answer: A

Question: 4
John is in charge of putting together the company's presence at the 2008 electronics industry tradeshow. It's the first time his Companywill be involved in a tradeshow. He does not want to start a new project and have to input common tasks like reviewing tradeshow fees, obtaining sponsor approval, and determining payment options, among other things. Which of the following can he use to get started? (Choose all that apply.)

A. Use an existing tradeshow project on his company's server.
B. Use the Project template Tradeshow Planning, Execution, and Wrap-Up.
C. Access Microsoft Office Online and look for an appropriate template there.
D. Use the Project Guide task pane to initiate the project and type the start date.

Answer: B, C

Question: 5

You are working for Company com. You use a project plan created by Mike as an sample of how to create a project in Office Project Standard 2007. But you do not want Mike??s name to be associated with your project plan. How should you do?

A. Decrease the macro security level.
B. Remove the Mike's name from the program options.
C. Delete the Mike resource from the resource pool.
D. In the file properties, turn on the removal of information option

Answer: D

Question: 6
You are working for Company com.You manage a project schedule in Office
Project Standard 2007. You need to create 50 new tasks. You enter 5 in the Duration field to set each task has 5 days duration. You receive a message about an alternative method of setting the task duration every third task you create. What are two possible actions to prevent the message from showing again?
(Choose two)

A. Create a new Project Guide.
B. Choose Don't tell me about this again in the message box.
C. Disable the feature that provides advice about scheduling in the general program options.
D. Disable the feature that provides advice about using Project in the general program options.

Answer: B, D

Question: 7
You are in charge of setting up a project for internal readiness training for getting employees trained on using the new phone system you plan to install in three weeks. Your boss suggests you use the Project template named "Internal Readiness Training." How do you access this template?

A. Click File, choose New, and from the New Project task pane, click On Computer Click the Project Templates tab and select the Internal Readiness Training template.
B. On the Project Guide toolbar, click Resources, and from the Project Guide task pane, click Specify Template. Click the Project Templates tab and select Internal Readiness Training.
C. From the Project menu, choose Project Information. In the Project Information dialog box, select the template to use.
D. Click File, choose New, and from the New Project task pane, click Blank Project. Import the Internal Readiness Training template.

Answer: A

Question: 8
You are working for Company com.In Office Project Standard 2007, you create a new task and assign a resource to it. The default amount of work is 7 hours. How to change the calendar options to set the default amount of work to 8 hours?

A. Change the hours per day to 7.
B. Change the hours per day to 8.
C. Change the days per month to 20.
D. Change the default start time to 8:00 A.M. and the default end time to 4:00 P.M.

Answer: B

Question: 9
You are working for Company com.You track the performance of a project by updating the completion percentage of the tasks. The actual cost of work performed for all tasks is $0.00. The project has a baseline and all values have been calculated. What should you do first to ensure that the ACWP shows data other than $0.00?

A. Enter standard resource rates < zero.
B. Enter standard resource rates > zero.
C. Select the Manual calculation mode, and then perform a calculation.
D. Select the Physical % Complete option for earned value purposes.

Answer: B

Question: 10
Which would you select to create a new project with total control so that you can enter every task, resource, and assignment yourself?

A. A template from Office Online
B. An existing project
C. Any project under the Project Templates tab in the Templates dialog box
D. A blank project

Answer: D