

# Microsoft

## Exam 74-343

### Managing Projects with Microsoft Project 2013

Version: Demo

[ Total Questions: 10 ]

**Question No : 1**

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to make sure that all new task durations are shown as estimated.

What should you do?

- A. Enter the duration suffixed with –ed for estimated days.
- B. Use a task custom field and set the Roll task down to assignment check box.
- C. Use an assignment custom field and set the Roll assignment up to task check box.
- D. Set the task to manually scheduled.
- E. From Project Options| Schedule tab, select the New scheduled tasks have estimated durations check box.
- F. From Project Options| Schedule tab, select the Show that scheduled tasks have estimated durations check box.

**Answer: F**

**Explanation:**

References:

[https://books.google.co.za/books?id=qGMDDgAAQBAJ&pg=PT67&lpg=PT67&dq=New+scheduled+tasks+have+estimated+durations+check+box-project+2013&source=bl&ots=cGtZdFGmNj&sig=1viYmAFxTIEPqg\\_q8InqqCWI18Y&hl=en&sa=X&ved=0ahUKEwj6uuHUqfLVAhUOOsAKHcqJDcwQ6AEIUjAl#v=onepage&q=New%20scheduled%20tasks%20have%20estimated%20durations%20check%20box-%20project%202013&f=false](https://books.google.co.za/books?id=qGMDDgAAQBAJ&pg=PT67&lpg=PT67&dq=New+scheduled+tasks+have+estimated+durations+check+box-project+2013&source=bl&ots=cGtZdFGmNj&sig=1viYmAFxTIEPqg_q8InqqCWI18Y&hl=en&sa=X&ved=0ahUKEwj6uuHUqfLVAhUOOsAKHcqJDcwQ6AEIUjAl#v=onepage&q=New%20scheduled%20tasks%20have%20estimated%20durations%20check%20box-%20project%202013&f=false)

**Question No : 2**

You are a project manager who uses Project Professional 2013.

You are planning an office move, which will occur over a weekend. You use Auto Scheduled tasks and create a weekend working calendar.

You need to assign the weekend working calendar to the task.

What should you do?

- A. Change the start date of the task to the Saturday, which will assign the weekend working calendar to the task.
- B. Click on the Task tab and select the Change Working Time button. Assign the weekend working calendar to the task.
- C. Assign the task calendar to the task using the Task Information dialog box.
- D. Right-click on the weekend on the Gantt chart and select the weekend working calendar.

**Answer: C**

**Question No : 3**

You are a project manager who uses Project Professional 2013.

You need to change the default for all new projects so that tasks will be created in Auto Scheduled mode.

What should you do?

- A. For each new project, use the Status Bar to set new tasks to be auto scheduled.
- B. For each new project, use the Auto Schedule button on the Tasks tab.
- C. Open the Global.mpt and use the Auto Schedule button on the Tasks tab.
- D. Set the Default task type to Auto Scheduled for All New Projects in the Schedule Options.
- E. Set the New tasks created option to Auto Scheduled and set the Schedule Options to All New Projects.

**Answer: E**

**Question No : 4**

You work as a project manager for a construction company that uses Project Professional 2013.

You have created your work breakdown structure (WBS) and are adding resources to your

tasks. However, one of your tasks requires multiple resources. You have the name of the project's lead support individual, and you have been provided with the equivalent of three full-time support resources. These three resources are not named individuals but are part of a group.

The actual individuals from this group will change based on coverage schedules.

The resources have the following cost structures:

- ✍ The lead is billed out at \$175/hour.
- ✍ The group resources are billed out at \$140/hour.

You need to add these resources to the schedule and track your project costs.

Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Add the named resource to the task with an allocation of 100% and a standard rate of \$175/hour.
- B. Add the named resource to the task with an allocation of 400% and a standard rate of \$157.50/hour.
- C. Add the group resource to the task with an allocation of 300% and a standard rate of \$140/hour.
- D. Add the group resource to the task with an allocation of 100% and a standard rate of \$140/hour.

**Answer: A,C**

**Question No : 5**

Your company uses Project Professional 2013.

You have several projects that are part of a program, but you do not use Project Server. You use a Resource Pool file to share resources across all projects.

You are informed that one of the projects is cancelled before it starts. As a result, you need to delete the project.

What happens in the resource pool after you delete the project?

- A.** The resource pool will still reflect the resource needs of the deleted project. You need to manually break the link to the deleted project.
- B.** The resource pool will prompt that the project is deleted the next time it is opened, allowing you to remove the project.
- C.** The resource pool is automatically updated when you delete the project.
- D.** The resource pool will still reflect the resource needs of the deleted project. You need to refresh the resource pool to fix the issue.

**Answer: A**

**Question No : 6**

You create a new schedule by using Microsoft Project. All calendars and working hours use default settings. You configure the schedule to show all assignment units as decimal values.

A resource reports a reduction in availability for your project by two hours per day.

You need to update the project to reflect the availability of the resource.

What are two possible ways to achieve the goal? Each correct answer presents a complete solution.

- A.** Set the values of the Available From and Available To fields for the resource to NA. Set the value of the Units field to 0.75 before assigning the resource.
- B.** Set the value of the Max Units field for the resource to 0.75 before assigning the resource.
- C.** Modify the value of the Assignment Units field for the resource to 0.80.
- D.** Modify the value of the Assignment Work field for the resource to 6 hours.
- E.** Modify the value of the Assignment Units field for the resource to 0.75.

**Answer: A,B**

**Explanation:**

References: <https://www.mpug.com/articles/2-ways-to-manage-resource-availability-in-microsoft-project/>

<https://support.office.com/en-us/article/Max-Units-resource-field-e8ad719d-0d04-4369-91e7-9284dd819765>

**Question No : 7**

You are a project manager who uses Project Professional 2013.

All resources in your project schedule have availability of 8 hours per day. You notice that several of the resources on the project are overallocated. You decide to level the project to help resolve the overallocations for the resources.

Team members often do not work at the same time when completing their work on the tasks.

You need to resolve the overallocations by using the Resource Leveling function.

What should you do?

- A. Click the Level only within available slack option.
- B. Click Clear Leveling.
- C. Click the Leveling can adjust individual assignments on a task option.
- D. Click the Level resources with a proposed booking type option.

**Answer: C**

**Question No : 8**

You are a project manager who uses Project Standard 2013, and your task list includes a flag field that indicates, with Yes or No, if a non-summary task represents a physical deliverable.

Your project involves several tasks marked as deliverables, and management requires you to track how many deliverables are completed. The deliverable is considered completed when the Percent complete field is 100%.

You need to create a formula to calculate the total number of deliverables that are completed.

Which two steps should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Use the following formula:  $\text{Iif}([\text{Physical Deliverable}]=\text{Yes And } [\% \text{ Complete}]=100,1,0)$ .
- B. Set Calculation for tasks and summary groups to Sum.
- C. Use the following formula:  $\text{Iif}([\text{Physical Deliverable}]=\text{Yes And } [\% \text{ Complete}]=100,0,1)$ .
- D. Set Calculation for tasks and summary groups to Count All.

**Answer: A,B**

**Question No : 9**

Your company uses Project Professional 2013.

You are scheduling two tasks. One task is named Test Solution, and the other task is named Create Solution Test Plan. You want the Test Solution task to start three working days after the finish date of the Create Solution Test Plan task.

You need to set up a dependency between these two tasks.

What should you do?

- A. Create a Start to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lead time of three days.
- B. Create a Start to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lead time of three days.
- C. Create a Finish to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lag time of three days.
- D. Create a Finish to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lag time of three days.

**Answer: D**

**Question No : 10**

Your company uses Project Professional 2013. You are a program manager who has a master project created for your program.

Currently you are seeing the critical path for each independent project in the master project. As a program manager, you want to ensure the resources are properly applied to successfully complete the program.

You need to display the critical path for the entire program instead of each independent project.

What should you do?

- A.** Turn on Inserted projects are calculated like summary tasks in the Schedule section of Project Options.
- B.** Turn on Calculate multiple critical paths in the Advanced section of Project Options.
- C.** Insert the Critical field, and change the values to Yes for the non-critical tasks.
- D.** Double-click the inserted project summary task and uncheck Roll Up.

**Answer: A**



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