



Exam : Microsoft 70-632

**Title : TS:Microsoft Office Project 2007.
Managing Projects**

Update : Demo

1.You create a large project plan in Microsoft Office Project Standard 2007. Immediately before an important status meeting, the project sponsor requests that you display the Work Breakdown Structure (WBS) numbers. You have not customized the WBS code. You need to display the WBS numbers as quickly as possible. What should you do?

- A.Enter the WBS numbers as part of the task names.
- B.Change project options to show the outline number.
- C.Refer to the ID field in a task table that you are using.
- D.Insert the Unique ID field in a task table that you are using.

Correct:B

2.You are creating a project management methodology. You document project management procedures and create specialized project management process templates. You need to apply the processes in the context of Microsoft Office Project Standard 2007. What should you do first?

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

Correct:A

3.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.

Correct:D

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.

Correct:B D

5.In Microsoft Office Project Standard 2007, you create a new task in a project plan, and assign a resource to the task. The default task duration is 1 day, and the default amount of work is 7 hours. You need to change the calendar options to set the default amount of work to 8 hours. What should you do?

- A.Set the hours per day to 8.
- B.Set the hours per week to 40.

- C.Set the days per month to 20.
- D.Set the default start time to 8:00 A.M. and the default end time to 4:00 P.M.

Correct:A

6.You measure the performance of a project you are tracking in Microsoft Office Project Standard 2007 by updating the completion percentage of the tasks. The actual cost of work performed (ACWP) for all tasks is \$0.00. The project has a baseline and all values have been calculated. You need to ensure that the ACWP shows data other than \$0.00. What should you do first?

- A.Assign budget resources to the project summary task.
- B.Enter standard resource rates that are greater than zero.
- C.Select the Manual calculation mode, and then perform a calculation.
- D.Select the Physical % Complete option for earned value purposes.

Correct:B

7.You are entering tasks in a project plan in Microsoft Office Project Standard 2007. Each task has an estimated duration. You need to make sure that no task in this project plan has a question mark in its Duration field. What should you do?

- A.Disable the option to show that tasks have estimated durations.
- B.Change the width of the Duration column so the question mark is not visible.
- C.Create a new project plan based on a template that does not have estimated durations.
- D.Re-enter the same durations so the question marks representing the estimates disappear.

Correct:A

8.You are managing a project schedule in Microsoft Office Project Standard 2007. The calendar for one of your resources has been edited to block out his vacation days. You learn that the resource's task can be performed only on certain days, and you create a calendar indicating those days. You need to set the calendars correctly for this resources assignments. What should you do?

- A.Assign the new calendar to the task.
- B.Create a vacation exception on the project calendar.
- C.Change the resource calendar to match the task calendar.
- D.Modify the resource calendar so that it will override the task calendar.

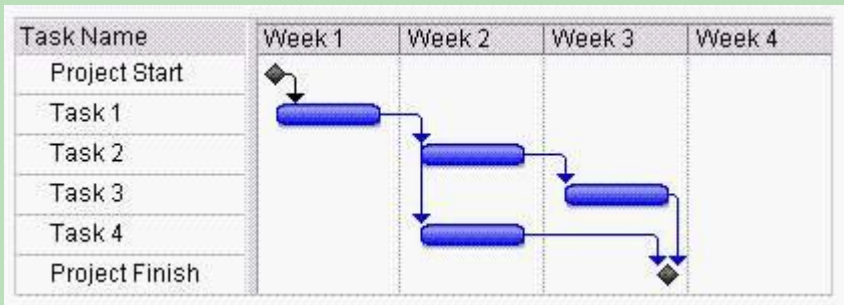
Correct:A

9.Project team members are working on several of the tasks in your Microsoft Office Project Standard 2007 schedule in parallel. Each is of these tasks is represented by a summary task and a series of linked subtasks. You need to keep track of how close the forecast completion dates of these deliverables are to their target dates. What should you do?

- A.Flag the summary tasks as milestones.
- B.Set a deadline on the last subtask of each deliverable.
- C.Convert the summary tasks into milestones by setting the duration of each to 0.
- D.Ensure that the earned value is calculated based on physical percentage of completion.

Correct:B

10.You are tracking a project in Microsoft Office Project Standard 2007. The project follows the plan shown below:



- A. The end of Week 1.
- B. The end of Week 2.
- C. The end of Week 3.
- D. The end of Week 4.

Correct: C

11. The project schedules you manage in Microsoft Office Project Standard 2007 all follow standard project lifecycle phases. You need to be able to display all tasks of all projects by phase. What should you do?

- A. Within a master project that contains all projects, create a summary task for each phase, and then display all tasks.
- B. Create a project plan template with the standard project lifecycle phases as summary tasks. Use this plan template for all projects.
- C. Create a shared resource pool, associate the resource pool with all projects, assign resources to summary tasks that represent phases, and then display all tasks.
- D. Within a master project that contains all projects, create a custom task text field with a value for each phase, associate all tasks with one of the values, and then group all tasks by this field.

Correct: D

12. You manage a project in Microsoft Office Project Standard 2007. The project is organized using Work Breakdown Structure (WBS) codes. Your organization's accountant wants to be able to break down and group costs in a different manner. You need to provide the accountant with a different code that will meet her needs. What should you do?

- A. Use the Cost Performance Index.
- B. Use an Outline code with a mask for cost data.
- C. Create a duplicate file that has the WBS set up according to cost code.
- D. Differentiate between cost items and work items by using a project-specific prefix.

Correct: B

13. In Microsoft Office Project Standard 2007, you have a consolidated project that links to subprojects. You need to add a new task to one of the subprojects from within the consolidated project file. What should you do?

- A. Collapse the subproject, and then insert the new task directly below it.
- B. Expand the subproject, and then insert the new task into the subproject.
- C. Select the project summary task of the subproject, and then insert the new task.
- D. Insert the new task in the consolidated project, and then insert links to the new task.

Correct: B

14. You are working on a schedule in Microsoft Office Project Standard 2007. There is one

start-to-start dependency from Task A to Task B, and an As Soon As Possible constraint on Task B.

Task Name	Duration	Week 1							Week 2						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
A	1 wk														
B	1 wk														

- A. Add 2 days to the lag on the dependency.
- B. Subtract 2 days from the lag on the dependency.
- C. Change the dependency to finish-to-start with 2 days lag.
- D. Change the dependency to finish-to-finish with -2 days lag.

Correct:A

15. A project that you are tracking in Microsoft Office Project Standard 2007 has tight deadlines that must be met. For some tasks, a delay of more than 5 days will impact the project end date. You need to identify these tasks as critical. What should you do?

- A. Insert the Critical column into the Gantt Chart view.
- B. Filter the project schedule to display only tasks slipping by more than 5 days.
- C. Filter the project schedule to display only tasks with more than 5 days of free slack.
- D. In the calculation options, set the number of days of slack to less than or equal to 5 days for critical tasks.

Correct:D

16. Your project has a fixed resource budget. In Microsoft Office Project Standard 2007, you assign the budget to the project plan, and you assign resources with a standard rate to the project tasks. Then you display the project summary task. You need to compare the budget cost with the project cost. What should you include in a usage view?

- A. The budget cost and cost details.
- B. The budget cost and work details.
- C. The budget cost and actual cost details.
- D. The budget cost and actual work details.

Correct:A

17. You are using Microsoft Office Project Professional 2007 to plan a project. The project has a fixed budget. You will use the budget-tracking feature to track the project costs against the budget. You need to set up your project plan so that you can start tracking the costs. What should you do first?

- A. Save a project baseline.
- B. Create budget resources.
- C. Display the Earned Value Cost Indicators table.
- D. Assign cost resources to the project summary task.

Correct:B

18. In Microsoft Office Project Standard 2007, you create the following project plan:

Task Name	Duration	Week 1			Week 2			Week 3						
		S	S	M	T	W	T	F	S	S	M	T	W	T
Task 1	1 wk	[Bar]			[Bar]									
Task 2	1 wk				[Bar]									
Task 3	0.6 wks				[Bar]									
Task 4	1 wk							[Bar]						

- A. Display the Task Usage view.
- B. Display the Task Drivers pane.
- C. Display the Resource Usage view.
- D. Display the Project Information dialog box.

Correct: B

19. You are editing a schedule in Microsoft Office Project Standard 2007, scheduling from the start of the project. You notice that Task X is starting later than you expected. Task W is 100 percent complete.

Task Name	W1						
	S	S	M	T	W	T	F
A	[Bar]						
Summary	[Bar]						
W	[Bar]						
X	[Bar]			[Bar]			
Y	[Bar]			[Bar]			
Z	[Bar]			[Bar]			

- A. The dependency between Task A and the summary task.
- B. The dependency between Task W and Task X.
- C. The dependency between Task X and Task Y.
- D. The dependency between Task Z and Task X.

Correct: A

20. 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.

Correct: B

21. You have two project plans in Microsoft Office Project Standard 2007 that are part of one large initiative. You need to display a single critical path across both projects in the Gantt Chart view. What should you do?

- A. Open both project plans, and then display them side by side.
- B. Copy and paste the tasks of each project plan into a spreadsheet in Microsoft Office Excel 2007.
- C. Create a visual report of each project plan, and then merge the data in Microsoft Office Excel 2007.
- D. Insert both project plans into a third project plan. Then in the third project plan, expand the inserted projects and all their tasks.

Correct:D

22.You are managing a project schedule in Microsoft Office Project Standard 2007. Your organization's accounting system utilizes cost accounts to track expenses against revenue. You need to align the project schedule data with the cost accounts. What should you do?

- A.Set up interim plans.
- B.Enter cost resources.
- C.Enter budget resources.
- D.Copy cost data from the Task Usage table into the accounting system.

Correct:B

23.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.

Correct:B

24.You are managing a project in Microsoft Office Project Standard 2007. The cost of a resource has increased. The resource is assigned to a task that is currently in progress. You need to update your project budget so that Project will automatically calculate future costs without requiring manual adjustments. What should you do?

- A.Update the resources standard rate in the Resource Sheet.
- B.Update the resources Actual Cost in the Resource Usage view.
- C.In the resources Cost table, set the standard rate to increase on the effective date of the cost increase.
- D.Create a resource with the new rate and assign that resource to all tasks starting on or after the effective date of the cost increase.

Correct:C

25.In Microsoft Office Project Standard 2007, you are tracking a project by duration. The Updating task status updates resource status option is not activated. You need to display the current status of the project. What should you display?

- A.The % Work Complete field in the Project Statistics dialog box.
- B.The % W. Complete field for the project summary task in the task Work table.
- C.The % Complete field for the project summary task in the task Tracking table.
- D.The Physical % Comp. field for the project summary task in the task Tracking table.

Correct:C

26.You are tracking a project in Microsoft Office Project Standard 2007. In the Gantt Chart view, you need to identify which tasks are behind schedule. What should you do?

- A.Sort the tasks by start date.
- B.Group the tasks by completion status.
- C.Set the status date to the current date, and then display a progress line.
- D.Set the status date to the current date, and then open the Project Statistics dialog box.

Correct:C

27.You are preparing for a presentation about a project that you are tracking in Microsoft Office

Project Standard 2007. You need to create a dynamic, graphical representation of all resource work, with a flexible timescale. What should you do?

- A. Create a visual report of resource work.
- B. Create a custom basic report of resource work.
- C. Display the Resource Sheet and the Work table, and then copy all the table fields into a Microsoft Office Excel workbook.
- D. Display the Resource Sheet and the Work table, and then copy a picture of them into a Microsoft Office PowerPoint presentation.

Correct:A

28. You are tracking a project in Microsoft Office Project Standard 2007. You need to update the project with time worked per day. What should you do?

- A. Enter Work in a task view.
- B. Enter Actual Start in an assignment view.
- C. Enter Actual Work in an assignment view.
- D. Enter Physical % Complete in a task view.

Correct:C

29. You are planning a project in Microsoft Office Project Standard 2007. You assign one resource to a 5-day task that is not on the critical path. After 1 week, the resource has completed 5 days of work, and reports that he needs another 2 days to complete the task. A critical task the resource is scheduled to start now conflicts with the completion of the current task. You need to delay the remaining work on the current task by 5 working days so the resource can complete the critical task first. What should you do?

- A. Add a finish-to-start link between the tasks, with a lag of 5 days.
- B. Add a finish-to-finish link between the tasks, with a lag of 5 days.
- C. Split the task, shifting the remaining part of the task in the Gantt bar to start in 2 days.
- D. In the timesheet portion of the Task Usage view, adjust the Work values to 0 for each of the next 5 working days, and 16 hours over the following 2 working days.

Correct:D

30. 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.

Correct:D