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QUESTION 61 You enter the finish date for a task, and then assign a resource. You discover that the task is automatically scheduled for two weeks past the finish date you have entered. You need to identify the problem. What should you do? A. Click Calculate projectB. Use the Task Inspector tool and view the start and finish datesC. Use the Task Inspector tool and view the resource calendarD. View the deadline date for the task Answer: C QUESTION 62 Your project contains several baselines. By mistake, you save one of your baselines in Baseline5. You need to move Baseline5 to Baseline3 while preserving the baseline information. You also need to create a new Baseline5 by using today's data. Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.) A. From the Clear Baseline window, click Clear baseline plan and select Baseline3.B. From the Clear Baseline window, click Clear baseline plan and select Baseline5.C. From the Set Baseline window, click Set interim plan and copy Baseline5 into Baseline3.D. From the Set Baseline window, click Set Baseline and select Baseline3.E. From the Set Baseline window, click Set Baseline and select Baseline5. Answer: CE QUESTION 63 You update your project schedule based on information received from your team members in today's status meeting. You need to compare the current revised project schedule with the baseline schedule side by side. Which default view should you use? A. CalendarB. Multiple Baselines GanttC. Leveling GanttD. Tracking GanttE. Timeline Answer: D QUESTION 64 Your project contains many tasks that have dependencies and result in independent networks of tasks. You need to ensure that you can view critical tasks on all independent networks of tasks within the project. What should you do? A. View the project's Gantt chart and apply the Critical filter.B. On the Advanced tab of the Microsoft Project 2010 options, select the Calculate multiple critical paths check box.C. View the project's Gantt chart and apply the Critical group.D. On the Advanced tab of the Microsoft Project 2010 options, modify the Tasks are critical if slack is less than or equal to option. Answer: B Explanation: You can calculate and display a critical path for each independent network of tasks within the project: Click the File tab, and then click Options. In the Project Options dialog box, click Advanced, and then select the Calculate multiple critical paths check box. By default, Project sets the late finish date for tasks without successors or constraints to be the project finish date. If you choose to calculate multiple critical paths, Project sets the late finish date for these tasks to be their early finish date, making the task critical. QUESTION 65 You have team members who work on one of the following shifts: Monday through Friday: 8 hours a day. Tuesday through Saturday: 10 hours a day. Sunday through Wednesday: 12 hours a day. You need to ensure that your project plan accommodates the different shifts. What should you do? A. Create shift resource departments.B. Change the maximum units for each resource.C. Create three tasks, one for each shift.D. Create a base calendar for each shift. Answer: D QUESTION 66 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 2010. 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. Answer: A QUESTION 67 You are using a project plan created by another person as an example of how to create a project in Microsoft Office Project 2010. 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. Answer: D QUESTION 68 In Microsoft Office Project 2010, 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.
Answer: A
QUESTION 69 You are creating a project schedule in Microsoft Office Project Standard 2010. One of the five project tasks can be worked on only at night. You need to ensure that the resources assigned to this task are scheduled to work during the night shift. What should you do? A. Set the appropriate overnight working times as an exception in the project calendar. B. Set the appropriate overnight working times as an exception in the Night Shift calendar. C. Apply the Night Shift calendar to the task, and then ensure that the task is effort-driven with Standard resource calendars. D. Apply the Night Shift calendar to the task, and then ensure that Project will ignore resource calendars when scheduling the task.
Answer: D
QUESTION 70 You are using Microsoft Office Project Standard 2010 to create a project schedule in which you will be tracking the critical path of a set of linked tasks. When you add new tasks, their start dates default to the project start date. You need to order the tasks on a timeline so that you can analyze the critical path. What should you do? A. Enter starting dates for the tasks. B. Assign resources, and then level them. C. Enter task IDs in the Predecessors column. D. Drag the tasks to their correct starting dates.
Answer: C
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