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Exam : **074-343**

Title : Managing Projects with Microsoft Project 2013

Version : DEMO

1.You are a project manager who uses Project Professional 2013.After updating a project schedule, you want to determine the amount of time that the schedule has slipped from the original scheduled dates. You need a graphical view that shows the current schedule to baseline.Which view should you use?
A.Tracking Gantt view
B.Leveling Gantt view
C.Detail Gantt view
D.Gantt Chart view
Answer: A

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

3.You are a project manager for a company that uses Project Professional 2013.You are developing a schedule and plan to use the leveling order of Priority, Standard.You need to create a task which leveling will not change.What should you do?
A.Set task priority to 1000.
B.Set task priority to 0.
C.Set task priority to 100.
D.Set task priority to 1.
Answer: A

4.You are a project manager who uses Project Professional 2013.Your organization migrates all project plans from Microsoft Excel to Project Professional 2013.One of the directors of the company has several years of experience using Excel Pivot Tables to analyze and make decisions about projects.You need to enable project managers to view relevant project information in Excel Pivot Tables.What should you do?
A.Create a report by using the Visual Reports feature.Select Microsoft Excel and choose relevant data to view in the report.
B.Download and install the Microsoft Project to Pivot Table Tool and generate a new Excel Pivot Table by selecting the current project.
C.Use the Excel Data From Other Sources feature to access your project file.
D.Create a Report view by using the new Built-In Dashboards and Reports feature and export to Excel.
Answer: A

5.You are a project manager, and your organization uses Project Professional 2013.You have created a detailed project schedule and have identified two tasks that are causing your resource to be overallocated.You need to use the Team Planner to reassign these tasks from the overallocated

resources to underallocated resources with the same skill set.What should you do?
A.Right-click the resource and reassign it to the underallocated resource.
B.Drag the underallocated resource on the task to reassign it.
C.Right-click the task and reassign it to the underallocated resource.
D.Drag one of the tasks from the overallocated resource to the Unassigned Tasks section.
Answer: C

6.You are a project manager who uses Project Standard 2013.Your manager wants you to plan an office move.You have a project schedule from a prior office move named “OfficeMove.mpp” and you want to use this project to assist in planning the current office move.In the fewest steps possible, you need to create your new project schedule based on the old project schedule.What should you do?
A.Open the old OfficeMove.mpp file, click on Save As, and save the file using a new file name.Then enter the project name in the Project Summary Task.Set all tasks to zero percent complete.
B.Open the old OfficeMove.mpp file, change the project start date and project title, and clear the baseline.Save the file using the current project name.
C.Open the old OfficeMove.mpp file, save the file as an .mpt file type, removing the baseline and actual values.Save the .mpt file as an .mpp file type, assigning the current project name.
D.Open the old OfficeMove.mpp file, click on Save As, save the file using a new file name, clear the baseline, and set all tasks to zero percent complete.
Answer: C

7.You are a project manager who uses Project Professional 2013.You work on a software development project, and the Project Management Office (PMO) requires you to enter project costs associated with all work completed on your project.You receive invoices for $5,000 for software licenses and $150 for supplies.Software licensing costs are associated with Task A: Obtain Software License.Supply costs are associated with Task H: Project Management Administration.You need to enter the costs into your project schedule.Which two steps should you perform? (Each correct answer presents part of the solution.Choose two.)
A.Create a material resource for Supplies and Software License.
B.Assign the Supply cost resource to Task H, assign the Software License cost resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.
C.Assign the Supply material resource to Task H, assign the Software License material resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.
D.Create a cost resource for Supplies and Software License.
Answer: DB

8.You are a project manager who uses Project Professional 2013.You have worked on a project for four years and have created a very detailed project plan in Project Professional 2013.You use milestones as key deliverables, and you use summary tasks as phases.Your company requests a presentation of the key deliverables for each phase of your project plan in a simple and consolidated view that fits in one Microsoft PowerPoint slide.You need to ensure that phases and key deliverables are clearly shown in the timeline and are not confusing to the audience.What should you do?
A.Add all summary tasks to your timeline.Project Professional 2013 will automatically recognize and add all milestones on each stage to your Timeline view.Copy the full-size timeline and paste to the PowerPoint

slide.
B.Add all summary tasks to your timeline.Add all milestones to your timeline.Copy the full-size timeline and paste to your PowerPoint slide.
C.Create a new Timeline view from existing tasks in your project plan.Drag the timeline into a blank PowerPoint slide.
D.Create a new Timeline view that automatically shows milestones for each stage of your project.Copy the full-size timeline and paste to your PowerPoint slide.
Answer: B

9.You are a project manager who uses Project Professional 2013.When viewing the critical path, you notice that there are some inconsistencies.To investigate the status of the critical path, you insert the Total Slack column into a task table.You discover that many of the tasks have negative Total Slack values.
You need to resolve the negative Total Slack values.What should you do?
A.Re-assign resources that have more availability at the time of the negative slack.
B.Remove lag time from task relationships.
C.Remove as many constraints as possible.
D.Remove lead time from the task relationships.
Answer: C

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