Vendor: Microsoft

Exam Code: 70-632

Exam Name: TS: Microsoft Office Project 2007, Managing Projects

Version: DEMO

QUESTION 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.

Answer: B

QUESTION 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.

Answer: A

QUESTION 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.

Answer: D

QUESTION 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.

Answer: BD

QUESTION 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.

Answer: A

QUESTION 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.

Answer: B

QUESTION 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.

Answer: A

QUESTION 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.

Answer: A

QUESTION 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.
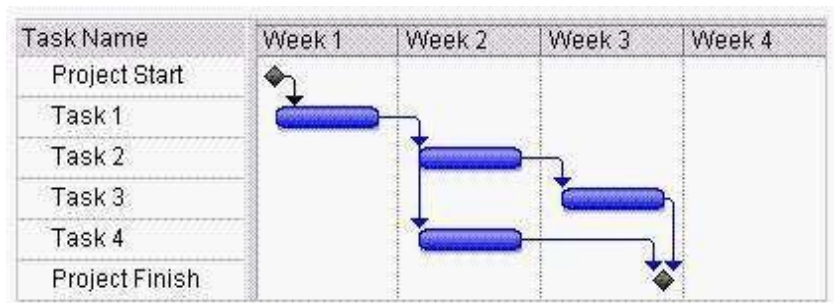What should you do?

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.

Answer: B

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

You need to ascertain the late finish of Task 4.
What is the result?

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

Answer: C

QUESTION 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.

Answer: D

QUESTION 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.

Answer: B

QUESTION 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.
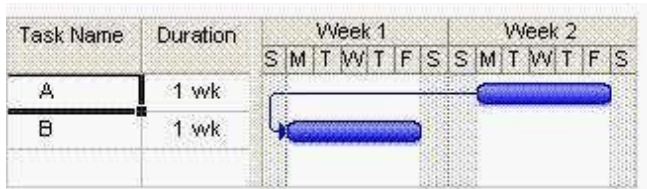What should you do?

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.

Answer: B

QUESTION 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 S M T W T F S	Week 2 S M T W T F S
A	1 wk		
B	1 wk		

You need to make Task B start two days later than it currently does.
What should you do?

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.

Answer: A

QUESTION 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.

Answer: D

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