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**Exam** : **74-343**

**Title** : **Managing Projects with  
Microsoft Project 2013**

**Vendor** : **Microsoft**

**Version** : **DEMO**



reduced by \$400.

**D.** The finish date is reduced by four calendar days, cost is reduced by \$400, and baseline cost is reduced by \$400.

**E.** The finish date is reduced by six calendar days, cost is reduced by \$400, and baseline cost is unchanged.

**Answer:** E

**NO.4** 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

**NO.5** You are a project manager for a company that uses Project Professional 2013.

You are responsible for communicating the progress of your projects every month. Your company provides you with a Gantt Chart view that uses the standard Entry table.

You need to communicate the progress of tasks that have a finish date of either October 2 or October 22.

What should you do?

**A.** Go to the Task tab, open the Find window, and set the parameters to find the required dates, setting the Look in Field to Finish. Then click Find Next.

**B.** Go to the View tab, open the More Views window, and create a new view.

**C.** Go to the View tab and use the Date Range filter.

**D.** Go to the View tab and select Display AutoFilter. Click on the arrow next to the Finish column and check only the required dates.

**Answer:** D

**NO.6** You are a project manager, and your company uses Project Professional 2013. You are setting up a preliminary schedule by using manually scheduled tasks.

You create two manually scheduled tasks and link them in a Finish to Start relationship.

The project team member asks you to increase the duration of the predecessor task.

You notice that the successor task start date is now before the finish date of the predecessor task.

You want the successor task to start after the predecessor finishes.

What should you do?

**A.** Select both tasks and click Unlink.

**B.** Select the successor task and click Mark on Track.

C. Select the predecessor task and click Respect Links.

D. Select the successor task and click Respect Links.

**Answer:** D

**NO.7** You are a project manager who uses Project Standard 2013.

You work on a project that requires you to generate many documents. Each task in your project plan must have a document associated and stored in your Microsoft SharePoint Intranet Environment. These documents are 25 megabytes in size.

You need to share this project plan by email with your team and ensure that they can easily access the documents.

What should you do?

**A.** In the Task Information notes, insert an object from a file. Uncheck the Link option and make sure that it is a document, not a link. Select your document and click on it. Project will automatically create the reference to this document.

**B.** Create a task custom field named Link to Document, and select the field type as Text Hyperlink. Copy the SharePoint URL of each document and paste it as a text into the Link to Document task custom field. Project Standard 2013 will convert this text to a clickable hyperlink.

**C.** Copy and paste the document into your Gantt chart, and create a link between your task and the document.

**D.** Go to backstage and use the feature Add and Link a SharePoint Document to My Tasks to select your document in your SharePoint Library. Select your task. Project will automatically create a clickable hyperlink.

**E.** Copy the SharePoint URL of each document and paste in the Hyperlink task standard field as a text. Project will convert this text to a clickable hyperlink.

**Answer:** E

**NO.8** You use Project Professional 2013 to manage a project for your organization.

You are tracking work in a project which contains a baseline and resource assignments.

You want to view the work variance for a specific resource for a specific task.

You need to choose a view that will show this information.

What should you do?

**A.** View the Resource Sheet that shows the Work table.

**B.** View the Gantt chart in split view with Task form formatted to show Work Details.

**C.** View the Resource Sheet view and insert the Work Variance field.

**D.** View the Task Usage view and insert the Work Variance column on the left side of the view.

**Answer:** D

**NO.9** You are a project manager who uses Project Professional 2013.

Two of your resources job share; Resource1 works Monday, Tuesday, and a half day Wednesday.

Resource2 works the remaining work week.

You need to set up their calendars to reflect the job-sharing arrangement.

What should you do?

**A.** Open each resource and set a recurring exception to reflect the non-working days.

**B.** Open each resource and amend the working time on each resource's calendar.

- C. Open each resource and set their Resource Availability units to 50%.
- D. Open each resource and use the Resource information dialog box to create a new calendar. Change the Default Work Week to reflect the working time.

**Answer:** B

**NO.10** You are a project manager who uses Project Professional 2013.

You work in a software development project, which is in progress and has reached 60% of actual progress. Your company decides to use the new Project Reports views to communicate all the project progress across the key users. They also decide to report information about a specific period only, normally one month behind the current day.

You need to access the report view that your company previously created; however, you must only modify the period displayed in the report and ensure that another period will not be presented.

What should you do?

- A. Access your report and change the scale by zooming in and out.
- B. Access your report and create a new Date Range group.
- C. Access your report and use the default Date Range filter.
- D. Access your report view and edit the time category under the field list pane.

**Answer:** D