**Ask the Expert:** April, 2013

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**Topic:** MS Project 2013 certification tests – 74-343 and 74-344

**Inquiry from MPUG Linkedin group:** What can you tell us about the new MS Project 2013 certification tests? Any study tips?

**Answer:** Microsoft has issued the availability of two new Microsoft Project 2013 certification tests. The tests are:

74-343 – Managing Projects with Microsoft Project 2013:

<http://www.microsoft.com/learning/en/us/exam.aspx?id=74-343&locale=en-us#fbid=1b6yoYKFp6N>

74-344 - Managing Programs and Projects with Project Server 2013:

<http://www.microsoft.com/learning/en/us/exam.aspx?id=74-344#fbid=1b6yoYKFp6N>

I took (and passed) the 74-343 desktop test last week and thought it would be helpful to pass along what I observed taking the test and a few study suggestions. The two tests have very similar formats and standards.

At the start of the test 74-343 test you will see a screen that will tell you that the test contains 54 questions and you are allowed 2 hours to take the test. You will then answer some questions regarding your current experience and knowledge level using MS Project 2013. There is also an optional tutorial for taking the test. The survey and tutorial do not take away from the time allotted to take the test.

Most of the questions are multiple choice formatted questions. There are a few questions where you will need to place answers in the order in which you would perform an operation.

The question style is from the point of few of problem solving. The questions are real usage situation oriented of how you would use the software. You will be given a problem condition and asked to supply the best resolution for the situation. An example of this type of question would be:

*You need to make dinner. What should you do to achieve this?*

*A. Read a book*

*B. Call for hotel reservations*

*C. Have coffee with a friend*

*D. Get some food out and start cooking*

To study for the test:

* Start with the test objectives provided at the links above. If the topic is in the objectives it will be on the test.
* Seek out and learn the new features of the 2013 software as this information is usually part of the tests.
* You will be asked questions regarding the best practices of using MS Project – what is the best way to accomplish an objective. Usually a good reference book will include many of these concepts. Any reference book which includes the test objectives (which is most of the books) will be helpful.
* Know the standard software: views, tables, options, choices on menus, and choices in selection boxes, location of data, use of filters, groupings, existing reports, etc.

**Taking the test**:

* It is suggested that you arrive at the test facility at least 20 minutes before the scheduled test time. You will be required to empty your pockets and check your coat, backpack, computer, purse, etc. You are only permited to take your glasses and any writing materials they give you into the testing room. No food or drink is allowed.
* I was given a small white board and pen by the testing center to work through anything that I might want to write down during the test. I found this was unnecessary but some candidates might find it helpful.
* Keep your eye on the upper right corner of the screen at the countdown clock. Space your time out to make sure you can answer all of the questions. A question not answered is a wrong answer. You will have approximately 2 minutes and 22 seconds per question for the 74-343 test.
* Read the questions carefully. Understand what the question is asking you **before** you read the answer choices. You will be in a better frame of mind to select the correct answer.
* Some multiple choice questions will require more than one answer to fulfill the complete answer for a question. Make sure you supply all answers necessary to satisfy the requirements of the question.
* You can flag questions to return and review them at the end of the test before you indicate that you are finished taking the test. If a question is confusing or you are not sure of the answer, flag the question to return to it later.
* At the end of the test you will have an opportunity to comment of the quality and content of the questions. These comments will be allowed only AFTER you have indicated that the test is completed. During this time you will not be able to change any of your answers.

The test of offered through Prometric. The registration link is [http://www.register.prometric.com/Menu.asp](http://www.register.prometric.com/Menu.asp%20)

At the Prometric website, click on:

1. **Locate a test center**
2. Select **Country**. Select **State/Province** (if applicable) There might be limited availability in some areas. Click **Next.**
3. Client – Select **Microsoft.**
4. Program – Select **Microsoft (070, 071, 074, MBX),** click **Next.**
5. The page which starts with “Welcome to the Microsoft Certification Program” will contain some links. One of the links is titled “**Second Shot Offer**”. **Click on this link**.   
     
   At times you can obtain a code which will allow for a second shot at the test if you do not pass the first time. This offer is not always available but it is worth a try to see if it is currently available. If it is available, you will be given a code which must to be entered when you sign up and pay for taking the test. You will not be able to take advantage of the second shot offer at a later time. If you entered the second shot code and failed the test, contact Prometric for your retake certificate. Click **Next** when ready.
6. Select the test you would like to take. At the writing of this article 74-343 and 74-344 are only offered in English. It will be translated into other languages in the future. You will also notice that the cost is $150.00 (USD) to register for the test.
7. Select your testing location
8. Sign into Prometric and complete the registration.

It is also my opinion that the MS Project 2013 tests are harder tests than what we have seen for earlier software versions. Passing these tests will show a thorough understanding of the software. The more experienced users of MS Project and MS Project Server will be able to pass the tests easier than newer users. Just memorizing the buttons is not enough to pass these tests.

Best of luck to you on the test.