Knowledge Assessment

Fill in the Blank

Complete the following sentences by writing the correct word or words in the blanks provided.

1. Print Preview enables you to see on your screen what will print on paper before you print it.
2. People or organizations that might be affected by project activities are called stakeholders.
3. If you have two views displayed in a combination view and want to print the view, only the view in the top pane will print.
4. When previewing a view in Print Preview, you can change the number of pages visible by selecting either the Fewer or More pages button.
5. A common activity for project managers is to communicate information from the project schedule to share with stakeholders.
6. To add your company name so that it prints at the top of every page, use the page Setup dialog box to add the company name to the header.
7. A View is a predefined format intended for printing Microsoft Project data.
8. A Summary report is used to represent high-level information usually on one page.
9. If subtasks are hidden in a view, reports that contain task lists will include only summary tasks.
10. In a report, you can only view information.

Multiple Choice

Select the best response for the following statements.

1. In a view, you can ________ information.
    1. enter
    2. edit
    3. print
    4. All of the above are correct.
2. If assignments are hidden under tasks or resources in a usage view, which of the following will the usage report show?
    1. tasks or resources with corresponding assignment details
    2. only the tasks or resources
    3. only overallocated assignment details
    4. It depends on how you set up the report.
3. In the Print Preview window, the status bar shows “4 rows by 3 columns.” How many pages will be printed?
    1. 7
    2. 4
    3. 12
    4. 3
4. To see all of the pages of a view while using Print Preview, you can click on which one of the following buttons?

    1. Multiple Pages
    2. Page Right
    3. One Page
    4. Page Setup
5. For large projects with several hundred tasks, you can condense the information that will print by ________________________.
    1. printing just summary data
    2. printing only the part of the timescale that is of interest
    3. applying a filter to show only the information of interest
    4. All of the above are correct.
6. If you wanted to print a list of tasks showing start dates, finish dates, and assigned resources, which view might you use?
    1. Tracking Gantt
    2. Task Sheet
    3. Resource Sheet
    4. Calendar
7. Which one of the following views cannot be printed in Microsoft Project?
    1. Tracking Gantt
    2. Calendar
    3. Task Form
    4. Resource Sheet
8. When printing a view with a legend, you can customize the legend with all the following except ________________________.
    1. printing only on one page
    2. adding customized legend items such as custom symbols and logos
    3. changing the size of the legend
    4. None of the above are correct.
9. In the legend section of a Gantt chart, you can add which of the following information?
    1. Project Start Date
    2. Company Name
    3. Project Duration
    4. All of the above
10. The Reports tab contains which of the following?
    1. all predefined reports plus any custom reports that have been added to Microsoft Project
    2. all predefined reports in Microsoft Project
    3. any custom reports that have been added to Microsoft Project
    4. complex reports that have been specifically designed for specific businesses and industries

Competency Assessment

Project 10-1: Creating a Dashboard Report

You are preparing to present the current status of your project to the senior management team. You need to create a report that displays current cost information before the final presentation is complete.

ONLINE

The ***Tailspin Remote Drone 10-1*** project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project 2016 if it is not already running. **OPEN *Tailspin Remote Drone 10-1*** from the data files for this lesson.

1. On the ribbon, click the **Report** tab. Click **Dashboards** and then select **Cost Overview**.
2. Click the **File** tab and then click **Print** to view the Print Preview.
3. Under Settings, click the **Page Setup** hyperlink.
4. Click the **Footer** tab and then click the **Center** tab in the Alignment area.
5. Select the **down arrow** next to the *General* box. From the list, select **Project Title**. Click the **Add** button.
6. In the Alignment area, click the **Right** tab.
7. Click once in the Alignment box and key **Date:** (place a space after the colon).
8. In the icon area just below the Alignment box, click the **Insert Current Date** button.
9. Click **OK** to close the Page Setup dialog box.
10. At the bottom of the report, you should see the current date in the lower-right corner with the Tailspin Remote Drone project name in the center.
11. **SAVE** the project schedule as ***Remote Drone Dashboard Report*** and then **CLOSE** the file.

    LEAVE Project open to use in the next exercise.

Project 10-2: Creating a Resources Report

For your HR Interview project schedule, you want to print a report that displays the overallocated resources and the work remaining for all resources, for the remaining portion of the project. You will use an existing report to meet most of your requirements but you will add a table to the report.

ONLINE

The ***HR Interview Schedule10-2*** project schedule is available on the book companion website.

GET READY. OPEN *HR Interview Schedule 10-2* from the data files for this lesson.

1. Click the **Report** tab.
2. In the View Reports group, click the **Resources** button and then select **Overallocated Resources**.
3. On the Design ribbon, click the **Table** button. Grab the inserted table and move it to just below the vertical bar chart on the left side of the screen.
4. In the field list at the right of the screen, click **Resource Names**.
5. Click the **expand** button next to the Work category to display all the available work fields.
6. Select the **Work** and **Remaining Work** check boxes.
7. **SAVE** the project schedule as ***HR Interview Resources Work Report*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 10-2: Creating a Resources Report

For your HR Interview project schedule, you want to print a report that displays the overallocated resources and the work remaining for all resources, for the remaining portion of the project. You will use an existing report to meet most of your requirements but you will add a table to the report.

ONLINE

The ***HR Interview Schedule10-2*** project schedule is available on the book companion website.

GET READY. OPEN *HR Interview Schedule 10-2* from the data files for this lesson.

1. Click the **Report** tab.
2. In the View Reports group, click the **Resources** button and then select **Overallocated Resources**.
3. On the Design ribbon, click the **Table** button. Grab the inserted table and move it to just below the vertical bar chart on the left side of the screen.
4. In the field list at the right of the screen, click **Resource Names**.

5. Click the **expand** button next to the Work category to display all the available work fields.
6. Select the **Work** and **Remaining Work** check boxes.
7. **SAVE** the project schedule as ***HR Interview Resources Work Report*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Proficiency Assessment

Project 10-3: Reducing Project Schedule Printed Pages

You have a project schedule for processing an insurance claim that you want to print. This schedule has a large number of tasks. Because you are distributing this to a large number of people, you want to reduce the number of pages that will print by changing the way Project prints the WBS on the project.

ONLINE

The ***Insurance Claim 10-3*** project schedule is available on the book companion website.

GET READY. OPEN ***Insurance Claim 10-3*** from the data files for this lesson.

1. On the View ribbon, in the Zoom group, select **Entire Project**.
2. In the Data group, click the **Outline** button and then select **Level 1**.
3. Use Print Preview to view the report.
4. Click **Page Setup** and then select the **Header** tab.
5. In the Center Alignment section, key **Insurance Claim Processing**.
6. Add the **Time** so that it will print under the date in the Left Alignment section of the Legend tab.
7. Close the Page Setup dialog box.
8. **SAVE** the file as ***Insurance Claim Condensed*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 10-4: Creating a Modified Resource View

You have developed a project schedule for a kitchen and lunchroom remodel at your office. You want to distribute a list of tasks by resource so that everyone can see at a glance the tasks for which they are responsible. You will also customize this view to make it easier to read.

ONLINE

The ***Office Remodel 10-4*** project schedule is available on the book companion website.

GET READY. OPEN ***Office Remodel 10-4*** from the data files for this lesson.

1. Switch the view to the Resource Usage view. Use the Auto-fit feature to show the entire width of the Resource Name column.
2. Change the timescale to weeks.
3. Scroll the data in the time-phased grid until the data is at the left.
4. Navigate to the Print Preview.
5. Open the Page Setup dialog box.
6. On the View tab, set up the view so that the first three columns print on all pages.
7. On the Footer tab, on the Left Alignment tab, insert the date. Under the date, insert the time.
8. On the Right Alignment tab, key **Start:** and then insert the Start Date field.
9. Preview your modified view.
10. **SAVE** the file as ***Office Remodel Resource Usage Report*** and then **CLOSE** the file.

    LEAVE Project open to use in the next exercise.

Mastery Assessment

Project 10-5: Printing the Tailspin Remote Drone Calendars

You would like to print a report to show the different calendars that are being used in the production of the Remote Drone.

ONLINE

The ***Tailspin Remote Drone 10-5*** project schedule is available on the book companion website.

GET READY. OPEN ***Tailspin Remote Drone 10-5*** from the data files for this lesson.

1. Using the Report ribbon, review the various predefined reports that are available for this project. You would like to print a report that shows the actual cost, baseline cost,

remaining cost, and cost variance in both chart and table format. Identify the report that meets this need.
2. In a separate Word document, write a short paragraph detailing the steps you took to be able to preview this report.
3. **SAVE** the Word document as ***Remote Drone Cost Report***. **SAVE** the Project file as ***Remote Drone Cost Report***. **CLOSE** both files.

   LEAVE Project open to use in the next exercise.

Project 10-6: Viewing and Printing a Custom Network Diagram

You want to view and print your HR Interview Schedule as a Network Diagram, as well as customize some of the fields for printing.

ONLINE

The ***HR Interview Schedule 10-6*** project schedule is available on the book companion website.

GET READY. OPEN ***HR Interview Schedule 10-6*** from the data files for this lesson.

1. Change the view to the Network Diagram.
2. Hide the summary tasks.
3. Collapse the boxes so that only the Task ID displays.
4. Activate the Page Setup dialog box.
5. In the Page Setup dialog box, make the following custom changes:
   - Add the time to the left side of the footer.
   - Key **Start:** and then insert the Start Date field on the right side of the footer.
   - Add the title “HR Interview Network Diagram” to the center of the header.
   - Change the font of the title to Arial Bold 10 pt. with color Blue.
   - Add your name to the second line of the header, under the project title.
6. Check your changes to make sure they appear correctly.
7. **SAVE** the file as ***HR Interview Network Diagram*** and then **CLOSE** the file.

   CLOSE Project.

Circling Back 2

Mete Goktepe is a project management specialist at Woodgrove Bank. He has put together the initial components of a project plan for a Request for Proposal (RFP) process to evaluate and select new commercial lending software. This process entails determining needs, identifying vendors, requesting proposals, reviewing proposals, and selecting the software.

Now that Mete has established the foundation of the project plan, he will begin to put the plan into action.

Project 1: Setting Deadlines and Establishing Multiple Pay Rates

Acting as Mete, you need to set a deadline for one of the tasks in the project. You then need to establish and apply multiple pay rates for a resource.

ONLINE

The ***RFP Bank Software Schedule*** project plan is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running.

OPEN ***RFP Bank Software Schedule*** from the data files for this lesson.

1. In the Task Name column, click the name of task 10, **RFP Ready to release**.
2. On the Task ribbon, in the Properties group, click the **Information** button.
3. On the Advanced tab, in the drop-down date box next to Deadline, key or select **6/7/19**.
4. Click **OK** to close the Task Information dialog box.
5. Scroll the Gantt bar chart to the right of task 10 to view the deadline marker.
6. On the ribbon, click the **View** tab and then click **Resource Sheet**.
7. In the Resource Name column, double-click on the name of resource 9, **Marc J. Ingle**.

   Because Marc J. Ingle's rate differs depending on whether he is doing document preparation or meeting facilitation, you need to enter a second rate for him.

8. In the Resource Information dialog box, click the **Costs** tab, if it is not already selected.
9. Under Cost rate tables, click the **B** tab.

10. Select the default entry of **$0.00/h** in the field directly below the Standard Rate column heading, key **1200/w**, and then press **Enter**. Click **OK**.
11. On the View ribbon, click the **Task Usage** button.
12. On the ribbon, click the **Tables** button and then select the **Cost** table.
13. Under task 4, double-click on **Marc J. Ingle** to activate the Assignment Information dialog box.
14. Click the **General** tab, if it is not already selected.
15. In the Cost rate table box, key or select **B** and then click **OK**.
16. **SAVE** the project plan as ***RFP Bank Software Multiple Rates*** in the solutions folder for this lesson as directed by your instructor.

    PAUSE. LEAVE Project and the project file open to use in the next exercise.

Project 2: Formatting and Printing the Project Plan

Acting as Mete, you need to change the appearance of some of your data before sharing it with stakeholders. You then need to prepare to print the project plan for distribution.

GET READY. USE the project schedule from the previous exercise.

1. Save the schedule as ***RFP Bank Software Formatted***.
2. Click the **View** tab and then click **Gantt Chart**.
3. Click the **Format** tab. In the Show/Hide group, click the **Project Summary Task** check box.
4. In Task 0, change the name of the project from *RFP Bank Software Formatted* to **RFP Bank Software Project**.
5. Adjust your screen so that the Task Name, Duration, Start, and Finish columns are fully visible and expanded to show the entire values.
6. Click the **View** tab, click **Other Views**, and then select **More Views**.
7. Make sure that the **Gantt Chart** option is highlighted and then click the **Copy** button.
8. In the Name field, key **Custom Gantt Chart** and then click **OK**.
9. Make sure that the **Custom Gantt Chart** option is highlighted and then click **Apply**.
10. Click the **Format** tab. In the Bar Styles group, click the **Critical** check box.
11. **SAVE** the project schedule.
12. Click the **File** tab and then click **Print**.
13. On the Print Preview screen, click the **Page Setup** hyperlink.
14. Click the **Header** tab. Click the **Center alignment** tab if needed.
15. In the General box, click **Company Name** and then click **Add**.
16. Click the **Legend** tab and then select the **Left alignment** tab.
17. In the Alignment box, position your cursor after “&[Date]” and then press **Enter**.
18. Key **Start Date: followed by a space**. In the General box, select **Project Start Date** from the drop-down list and then click **Add**.
19. Click **OK** to close the Page Setup dialog box.
20. **SAVE** the project schedule.

PAUSE. LEAVE Project and the project plan open to use in the next exercise.

Project 3: Tracking the Project Plan

Now that work is starting on your project, it is time to begin tracking progress. You need to save a baseline, track actual work, and enter completion percentages.

GET READY. SAVE the open project schedule as ***RFP Bank Software Tracked***.

1. Click the **Project** tab.
2. In the Schedule group, click the **Set Baseline** button and then select **Set Baseline**.
3. Accept all the default options by clicking **OK**.
4. On the ribbon, click **Update Project**.
5. Make sure the **Update work as complete through** option and **0% - 100% complete** are both selected. In the adjacent date box, key or select **5/17/19**. Click **OK**.
6. Click the **View** tab, click the **Tables** button, and then select the **Work** table.
7. Auto-fit all columns and then drag your **center divider** to the right to reveal the %Work Complete column.
8. In the % Work Complete column for task 6, key or select **100** and then press **Enter**.
9. If necessary, click the name of task 7, **Draft RFP**. Press **CTRL + SHIFT + F5** to scroll the Gantt Chart view to the Gantt bar.
10. In the Actual cell for task 7, key **88** and press **Enter**.
11. In the Actual cell for task 8, Review RFP with management and commercial lending representatives, key **48** and press the **Tab** key.
12. In the Remaining cell for task 8, key **0** and press **Enter**.
13. **SAVE** and then **CLOSE** the project schedule.

CLOSE Microsoft Project.