# Section 14: MICROSOFT Project 2021 Advanced - COURSE INTRODUCTION

1. To work through the course with the instructor, which view should be set as the default?
   1. **Gantt with Timeline**
   2. Gantt
   3. Detail Gantt
   4. Levelling Gantt
2. Project Advanced 2021 is suitable for absolute beginners and those who are new to Project?
   1. TRUE
   2. **FALSE**

# SECTION 15: Consolidation and resource sharing

1. Is it possible to create one resource pool and use those resources across multiple projects?
   1. **YES**
   2. NO
2. When we include an external project in our master project, what do we refer to the external project as?
   1. Summary Task
   2. Subtask
   3. **Sub Project**
   4. Project

# SECTION 16: Recurring tasks

1. Claire wants to schedule a monthly project meeting on the 1st day of every other month. Would creating a recurring task be most appropriate in this situation?
   1. YES
   2. **NO**
2. When scheduling a recurring task, it is not possible to take into account resource calendars.
   1. TRUE
   2. **FALSE**

# SECTION 17: custom fields

1. When creating a custom field, which option allows the user to select inputs from a drop-down list?
   1. Text
   2. **Lookup**
   3. Formula
   4. Data Validation
2. Displaying the RAG status for tasks is a very popular thing to do for project managers. What does the ‘A’ stand for in RAG?
   1. Attribute
   2. Arrow
   3. **Amber**
   4. Allow

# SECTION 18: outline codes and wbs codes

1. If we turn on outline numbering and then insert a new task in the middle of the list, what happens to the numbering?
   1. The new task is given the outline number 0.
   2. Project looks at the number of the very last task and assigns the next number to the new task.
   3. **Project renumbers everything above and below accordingly.**
   4. The task is not given an outline number.
2. WBS Codes allow us to identify specific tasks across many projects.
   1. **TRUE**
   2. FALSE

# SECTION 19: COSTS

1. A fixed cost is a cost that does not change based on the duration of the task.
   1. **TRUE**
   2. FALSE
2. If we have a task in our project that requires us to pay for a service once it’s been completed, how is that cost accrued?
   1. Start
   2. **End**
   3. Prorated
   4. None of the above

# SECTION 20: custom tables

1. It is possible to create our own keyboard shortcuts to apply specific custom tables.
   1. **TRUE**
   2. FALSE
2. To use a custom table across all projects, where do we need to save the table?
   1. To a shared drive
   2. Custom tables are available to all projects by default
   3. **The global template**
   4. In our theme

# Section 21: custom views

1. Sarah really likes the Gantt Chart View but would really like to see a couple more columns of information. What is going to be the most efficient thing to do?
   1. Create a new custom view and save it.
   2. Use the Gannt Chart view and just add the extra columns each time.
   3. **Customize the existing Gantt Chart view and save it.**
   4. None of the above.
2. To create a view where we have the Network Diagram and Task Details on display, we would need to create a combination view.
   1. **TRUE**
   2. FALSE

# SECTION 22: sorting, filtering and grouping

1. To sort tasks regardless of the summary task value, we need to make sure we use the ‘Sort by’ button and uncheck ‘Keep outline structure’.
   1. **TRUE**
   2. FALSE
2. If we are filtering tasks by duration and we choose to filter for tasks that have a duration of between 15 and 25 days, will the summary tasks be displayed or filtered out?
   1. **Displayed**
   2. Filtered Out

# SECTION 23: reports

1. Report fields are very similar to using what popular Excel utility?
   1. Data Validation
   2. What-If Analysis
   3. Calculated Fields
   4. **Pivot Tables**
2. To ensure that the colors used in our report update when we change the theme, we should use colors from the standard palette.
   1. TRUE
   2. **FALSE**

# Section 24: visual reports

1. Visual Reports can be created for which two Microsoft applications?
   1. Word and Visio
   2. Excel and Power BI
   3. **Excel and Visio**
   4. Power BI and Word
2. What is the default unit for time-phased reports?
   1. Days
   2. **Weeks**
   3. Months
   4. Years

# Section 25: earned value analysis

1. Which best describes what AC (Actual Value) is in terms of Earned Value Analysis?
   1. **The actual cost of the actual work performed.**
   2. The budgeted cost of the work scheduled.
   3. The budgeted cost of the work performed.
   4. The actual cost of the budgeted work.
2. If we see a negative value in the SV column, the task is ahead of schedule.
   1. TRUE
   2. **FALSE**

# SECTION 26: IMPORT AND EXPORT

1. If we import data into Project every week in the same way, it would be beneficial to save the map.
   1. **TRUE**
   2. FALSE
2. If we want to keep our project data in step with Word, how do we need to export the data to Word?
   1. Copy and Paste
   2. Export as a gif file
   3. **Paste Link**
   4. Open the Project file in Word

# SECTION 27: MACROS

1. When we start the macro recorder, we need to record our steps immediately so there is no delay when we re-run the macro.
   1. TRUE
   2. **FALSE**
2. Which of the following is not a pane in the VBA Editor.
   1. Project Window
   2. Code Window
   3. **File Window**
   4. Immediate Window