# Section 1: COURSE INTRODUCTION

1. Microsoft Project 2021 is part of your existing Microsoft 365 subscription?
   1. TRUE
   2. **FALSE**
2. Which of the following is available in Project 2021 and not Project 2019.
   1. **Task Boards**
   2. Timelines
   3. Gantt Chart View
   4. Resource Sheet

# Section 2: GET FAMILIAR WITH PROJECT

1. What key do we press to show shortcut letters and numbers on the commands and ribbons in Project?
   1. SHIFT
   2. CTRL
   3. **ALT**
   4. CTRL+SHIFT
2. What is the name of the table most people generally use to add tasks to the project?
   1. Summary
   2. **Entry**
   3. Usage
   4. Work

# Section 3: SET UP PROJECT FILES

1. It is possible to setup more than one calendar in Project 2021 to reflect different working hours.
   1. **TRUE**
   2. FALSE
2. The Standard Calendar in Project, is based on how many hours a week?
   1. 35
   2. 37
   3. **40**
   4. 42

# Section 4: ENTERING TASKS

1. It is not possible to tell just by looking at the task entry table which tasks are automatically scheduled, and which tasks are manually scheduled.
   1. TRUE
   2. **FALSE**
2. What is the default duration of a milestone task?
   1. **0 days**
   2. 1 day
   3. 2 days
   4. 3 days

# Section 5: DEpendencies and constraints

1. If we need a task to finish when the next one starts, what task dependency type should we choose?
   1. SS
   2. SF
   3. FF
   4. **FS**
2. Task constraints should be used sparingly in the schedule as they are very rigid and can prevent Project from automatically scheduling tasks for us.
   1. **TRUE**
   2. FALSE

# Section 6: RESOURCES

1. What type of resource is a Whiteboard?
   1. Work
   2. **Material**
   3. Cost
   4. People
2. Which of the following would have the potential to fix a resource overallocation issue?
   1. Increase the duration of the task.
   2. Assign an additional cost resource.
   3. **Assign an additional work resource.**
   4. Mark the task as complete.

# Section 7: work with project views and tables

1. We can create our own view with custom columns in the order we want, save it as a custom view and share it with other people.
   1. TRUE
   2. **FALSE**
2. Milestone are represented as callouts in the timeline.
   1. **TRUE**
   2. FALSE

# Section 8: baselines and critical path

1. The Critical Path is best described as a series of unbroken linked tasks that have the potential to affect the start date of a project.
   1. TRUE
   2. **FALSE**
2. How many baselines can we have in any one project?
   1. 1
   2. 5
   3. 10
   4. **11**

# Section 9: MANAGE THE PROJECT SCHEDULE

1. Which view do we need to turn on when managing task delays?
   1. Tracking Gantt
   2. Milestone Rollup
   3. **Levelling Gantt**
   4. Sprint Board
2. Which project metric do inactive tasks affect?
   1. Duration
   2. **Cost**
   3. % Complete
   4. Start Date

# Section 10: Track Project progress

1. Setting the Status Date allows us to define the date from which we wish to track progress against.
   1. **TRUE**
   2. FALSE
2. The way Project handles project progress is dictated by the options set in Project Options.
   1. **TRUE**
   2. FALSE

# Section 11: BASIC REPORTING

1. Where do we go to change the overall theme of our report, not just individual charts?
   1. Gantt Chart Format
   2. Table Design
   3. Layout
   4. **Report Design**
2. It is not possible to exclude the legend from a report in Project.
   1. TRUE
   2. **FALSE**

# Section 12: saving projects and security

1. Which of the following cannot be excluded when saving a Project file as a template?
   1. Baselines
   2. Actuals
   3. Resource Rates
   4. **Overtime**
2. If we have mapped our Project fields to Excel fields and we want to repeat this process tomorrow when we export a different file, what could we do to save time?
   1. Copy and paste the headings
   2. **Save the map**
   3. Duplicate the file
   4. Get a colleague to export the data.