**Microsoft Project\_Quiz Questions (Chapter 2)**

1. Tasks are the foundations of all project plans. (True or False?)
2. What does the 'w' task duration abbreviation stand for?
   1. worthy of importance
   2. winter
   3. week
   4. winner
3. Project enters task durations for you. You do not need to enter them into the project. (True or False?)
4. What is a milestone?
   1. It is always the last task you need to complete for your project to be finished.
   2. A task that signifies a major event in your project.
   3. A task that is behind schedule.
   4. Road markers that Fred, Barney, Betty, and Wilma used.
5. A task that includes several subtasks is called a:
   1. Phase Level task
   2. Summary task
   3. Tisk task
   4. Microsoft Assistant task
6. When you click a linked task it jumps to the task to which it is linked. (True or False?)
7. In a start–to–finish link, the successor task will begin when the predecessor task ends. (True or False?)
8. When a task link is broken, only the successor task in the relationship is affected. (True or False?)
9. A recurring task is a task that repeats irregularly. (True or False?)
10. Which of the following is NOT a tab in the Task Information dialog box?
    1. Advanced
    2. Resources
    3. Reports
    4. Predecessors
11. What is the fastest way to view a task note?
    1. Click the Task Information button and view the note in the Notes tab.
    2. Hold your cursor over a note indicator to view the task note.
    3. There is no such thing as a task note.
    4. Double-click the note indicator.
12. Why would you want to add a hyperlink to a task?
    1. So you can add information about an online source.
    2. To help you remember to complete the task.
    3. To energize your project.
    4. So you can interrupt it and finish it on a later date.
13. When you move a task, it keeps the same task ID number. (True or False?)
14. Which of these is a correct way to delete a task?
    1. Dab white-out on your computer screen over the task.
    2. Don't look at the task (out of sight, out of mind).
    3. Paste another task over the one you want to delete.
    4. Right-click the task and select Delete from the menu.