**Microsoft Project\_Quiz Questions (Chapter 4)**

1. You can't view more than one view at a time. (True or False?)
2. Sorting information is a way to define the order by which items in a view are listed. (True or False?)
3. To view grouped information:
   1. Click the View Grouped Information button on the Standard toolbar.
   2. Select Project > Grouping from the menu and choose a grouping option.
   3. Select View > Project > Groups from the menu.
   4. Select Project > Group by from the menu and choose a grouping option.
4. Filters allow you to focus on information that matches certain criteria. (True or False?)
5. Which of the following statements is NOT true?
   1. AutoFilters automatically appear in field headings.
   2. You can filter by multiple fields using AutoFilters.
   3. When information is being filtered with an AutoFilter, the field heading is colored blue.
   4. AutoFilters allow you to filter information by data entered in the fields of the view.
6. The Zoom feature changes the timescale of the project so you can view the project in different time intervals. (True or False?)