**Microsoft Project\_Quiz Questions (Chapter 1)**

**1**. Planning a project is one of the most important steps in executing a project. (True or False?)

**2.** What is NOT a component of the project triangle?

A. Time

B. Effort

C. Scope

D. Cost

**3**. What is a database as it relates to Project?

A. A collection of information that is organized into a list.

B. Databases to do not relate to Project.

C. A database is what calculates changes in Project.

D. All of the above

**4.** Which of the following is NOT a new feature in Project 2007?

A. Background cell and change highlighting

B. Multiple level undo

C. Copy Picture to Office

D. Task Drivers pane

**5.** The ID number column helps identify a task or resource. (True or False?)

**6.** The default view for Project is:

A. Resource Sheet view

B. Inter view

C. Gantt Chart view

D. There is no default view for Project

**7.** Which of the following is NOT a way to change views in Project?

A. Select a new view from the View Bar.

B. Press Alt + V and press the underlined letter in a new view.

C. Select the View menu and select a new view.

D. Hiding your toolbars

**8**. The More Views dialog box offers more ways to view a project. (True or False?)

**9**. Which of these is NOT a way to open a new project file?

A. Select File > New from the menu.

B. Select Insert > New Task from the menu.

C. Click the New button on the Standard toolbar.

D. Press Ctrl + N.

**10**. The project scheduling date tells Project how to schedule the project. (True or False?)

**11**. Which of the following is NOT a type of base calendar you can use to schedule working hours for the project?

A. Standard

B. 24 Hours

C. 4 by 10

D. Night Shift

**12**. Changes to working hours and nonworking days in the project calendar affect the working time of everyone on your project. (True or False?)

**13**. Which of the following is NOT a reason to schedule nonworking time in the Project calendar?

A. To schedule a holiday when no one will be working on the project.

B. All of these are reasons to schedule nonworking time in the Project calendar.

C. To schedule a time when no work will be done on the project.

D. To schedule vacation for an individual resource.

**14**. Creating a new base calendar changes the project calendar. (True or False?)

**15**. Which of the following is NOT an area in the Project Guide?

A. Reports

B. Collaboration

C. Track

D. Tasks

**16**. You cannot print the project using a view in Project; only reports can be printed. (True or False?)

**17.** A wizard guides you through the Print Current View as a Report feature. (True or False?)

**18.** You can undo multiple actions in Project. (True or False?)

**19**. What key can you press to get help in Project?

A. <Esc>

B. <Ctrl> + <H>

C. <F1>

D. <F11>