**CONCEPT EXAM 1 – CIS/224**

**Lessons 1 & 2**

**50 POINTS**

PLEASE ANSWER ANY 12 QUESTIONS OF YOUR CHOOSING FROM LESSON 1

AND

PLEASE ANSWER ANY 13 QUESTIONS OF YOUR CHOOSING FROM LESSON 2

**USE HIGHLIGHTING FOR MULTIPLE-CHOICE**

**INSERT \_\_\_TEXT\_\_\_\_ FOR FILL-IN-THE-BLANK**

1) Microsoft Projects is an application used by project managers to manage project \_\_\_\_\_\_\_\_\_\_\_ or a model of a real project.

2) Which of the following are generally contained in or associated with a project schedule?

a) tasks

b) document

c) time frames

d) costs

e) addresses

3) Which of the following buttons allows you to resize or change the width of the window to a reduced level of resolution?

a) Close Application

b) Restore Down/Maximize

c) Close File

d) Help

4) Which of the following areas accessible from the File tab enables users to save files, export files, and change options?

a) Format

b) Task

c) Backstage Area

d) Project

5) In order to send the project file as an email attachment, which of the following commands in the Backstage area do you select?

a) Print

b) Share

c) Export

d) New

6) In order to import or sync tasks from a SharePoint task file, which of the following versions of Project must you be using?

a) Microsoft Project Professional 2013

b) Microsoft Project Standard 2013

c) Microsoft Project Server 2010

d) Microsoft Project Standard 2010

7) Which of the following are databases that are rolled together as one in Microsoft Project?

a) Salary

b) Task

c) Resource

d) Assignment

e) Petition

8) In order to quickly scroll to a task on a Gantt chart, which keyboard shortcut do you use?

a) Ctrl+G

b) Ctrl+Right Arrow

c) Shift+F2

d) Ctrl+Shift+F5

9) Which of the following are default views in Microsoft Project 2013?

a) Month

b) Gantt Chart

c) Task Resource Graph

d) Task Usage

e) Team Planner

10) In order to view as Network Diagram, which of the following is the proper sequence?

a) View > Resource Views > Team Planner

b) View > Task Views > Task Usage

c) View > Task Views > Network Diagram

d) Report > Project > Compare Projects

11) In order to create a new project schedule, which of the following tasks you must perform first?

a) Set a start date for your project.

b) Set a final date for your project.

c) Set task names.

d) Set team player names.

12) In order to specify a start date, which of the following is the proper sequence?

a) View > Task Views > Calendar > Month

b) Project > Properties > Project Information > Project Information dialog box > Start Date

c) Project > Schedule > Calculate Project

d) Report > Schedule > Set Baseline

13) In order to save your project schedule at a specified interval, which of the following is the proper sequence from the File tab?

a) Save As > Computer

b) Options > Save > Cache size limit

c) Options > Save > Check Save to Computer by default

d) Options > Save > Check Auto Save Every check box > Enter time interval

14) In order to set up an exception day (holiday), which of the following is the proper sequence to access the Change Working Time dialog box?

a) Project tab > Properties > Changing Working Time button

b) Project tab > Properties > Project Information button

c) Project tab > Properties > Custom Fields

d) Project tab > Schedule > Move Project

15) A/an \_\_\_\_\_\_\_\_\_\_\_ is a scheduling tool that sets the standard and nonworking time for the project and is used to assess how tasks and resources are scheduled.

16) Which of the following calendars are used in Project 2013?

a) Team Player Calendar

b) Informative Calendar

c) Base Calendar

d) Resource Calendar

e) Project Calendar

17) What unique identifier number is automatically assigned to each task in the project?

a) Project ID

b) Task ID

c) Resource ID

d) Number ID

18) Which of the following abbreviations refers to an elapsed minute?

a) mon

b) ehr

c) emin

d) emon

19) In order to change from manual to automatic scheduling, which of the following is the correct sequence?

a) Task > Tasks > Manually Schedule button

b) Task > Schedule > Mark on Track button

c) Task > Insert > Summary button

d) Task > Tasks > Auto Schedule button

20) In order to create a milestone, what of the following is the correct sequence?

a) Select cell > Task tab > View > Gantt Chart button

b) Select cell > Task tab > Insert > Milestone button

c) Select cell > Task tab > Insert > Summary

d) Select cell > Task tab > Schedule > Respect Links

21) The \_\_\_\_\_\_\_\_\_\_\_ structure helps to break down the project into more manageable modules to complete the project.

22) What of the following describes how a project schedule is developed, beginning with the lowest level task and organizing them into higher-level phases or summary tasks?

a) bottom-up planning

b) top-down planning

c) post-production

d) mid-level planning

23) A/an \_\_\_\_\_\_\_\_\_\_\_ is a logical connection of sequence control and defines the relationship between two or more tasks.

24) In order to link tasks 5 and 7, which of the following is the proper sequence?

a) Select tasks 5 and 7 > Task tab > Schedule > Link the Select Tasks button

b) Select tasks 5 and 7 > Task tab > Schedule > Split Task button

c) Select tasks 5 and 7 > Task tab > Tasks > Auto Schedule

d) Select tasks 5 and 7 > View tab > Zoom > Selected Tasks

25) Which of the following are types of task relationships?

a) Finish-to-Start (FS)

b) Start-to-Start (SS)

c) Finish-to-Center

d) Finish-to-Start-to-Finish

e) Start-to-Finish

26) After selecting several tasks, click the \_\_\_\_\_\_\_\_\_\_\_ button to link all these tasks at once.

27) You should not link \_\_\_\_\_\_\_\_\_\_\_ tasks as it is considered a poor practice.

28) In order to create task notes for Task 11, which of the following is the proper sequence?

a) Select Task 11 > Task tab > Properties > Details

b) Select Task 11 > Task tab > Properties > Notes button

c) Select Task 11 > Task tab > Schedule > Respect Links button

d) Select Task 11 > Report tab > View Reports > Custom button

29) From the Notes tab located in the Task Information dialog box, which of the following can you add to task notes?

a) company logos

b) text over 64,000 characters

c) Microsoft Access files

d) graphics from Microsoft programs

e) PowerPoint slides

30) Which of the following dialog boxes allows you to check and view the project schedule’s duration?

a) Visual Reports – Create Report

b) More Views

c) Macros

d) Project Information

**Chapter Number: 2**

1) \_\_\_\_\_\_\_\_\_\_\_ resources can represent individuals, group of individuals with a common ability, or individuals identified by their occupation.

2) In order to add individual people resources, which of the following is the correct sequence?

a) View > Task Views > Network Diagram button

b) View > Resources View > Resource Sheet button

c) Resource > Level > Level Resource button

d) View > Resources View > Team Planner button

3) Availability and \_\_\_\_\_\_\_\_\_\_\_ are two resources that need to be kept in mind while establishing people resources.

4) Which of the following is the default value for maximum units?

a) 25%

b) 50%

c) 75%

d) 100%

5) Which of the following fields under the Resource Sheet view represents the maximum capacity of a resource to complete the assigned task?

a) Material

b) Max. Units

c) Cost/Use

d) Base

6) When you enter 200% under the Max. Unit field for a group of software engineers, how many software engineers will devote 100% of their working time toward the project?

a) one

b) two

c) three

d) four

7) In order to access the Resource Information dialog box, which of the following is the proper sequence?

a) Resource > View > Team Planner button

b) Resource > Properties > Notes button

c) Resource > Properties > Information button

d) Resource > Insert > Add Resources button

8) When adding equipment resources to the project schedule, what do you typically select under the Type field for each equipment resource?

a) Cost

b) Material

c) Start

d) Work

9) Which of the following statements describe differences between scheduling people and equipment resources?

a) Every single equipment resource needs to be tracked in the project.

b) Equipment resources are usually more specialized than people resources.

c) Equipment resources may work more than people resources.

d) Equipment resources cannot be added to the project schedule.

10) Which of the following allows you to quickly add equipment resources to the project schedule?

a) Enter resources directly in Resource Sheet view.

b) Enter resources under Notes.

c) Enter resources under Resource Pool.

d) Enter resources under Visual Reports.

11) \_\_\_\_\_\_\_\_\_\_\_ resources are items that are consumed or used during the completion of the tasks in the project.

12) Which of the following fields are unavailable when “material” is selected under the Type field?

a) Max. Unit

b) Ovt. Rate

c) Calendar

d) Resource Name

e) Accrue

13) Which of the following fields holds the unit of measure for the material resource?

a) Initials

b) Group

c) Type

d) Material Label

14) \_\_\_\_\_\_\_\_\_\_\_ resources refer to the financial commitment or obligation assigned to your project.

15) In order to assign cost resource to your Driving expense, which of the following do you do on the Driving row?

a) Select the Work under Type field.

b) Select the Cost under Type field.

c) Select the 200% under Max. Unit field.

d) Select the Standard under Base Field.

16) Cost resources has \_\_\_\_\_\_\_\_\_\_\_ relationship with the work assigned to the task, so it does not affect the task scheduling.

17) In which of the following fields or columns do you assign the standard weekly, daily, or hourly rate?

a) Max. Unit

b) Ovt. Rate

c) Group

d) Std. Rate

18) Which of the following describes the result of double-clicking the divider line?

a) auto-fitting

b) closing

c) opening

d) extending

19) The standard rate for material resources is per unit of \_\_\_\_\_\_\_\_\_\_\_.

20) Understanding the cost information of your project helps you keep track of which of the following?

a) employees’ expenditures outside of the project

b) employees’ savings

c) the rate of spending in comparison to the length of the project

d) cost savings of using one resource compared to another resource

e) expected total cost of the entire project

21) Resource working time applies to equipment and people resources but not to \_\_\_\_\_\_\_\_\_\_\_ resources.

22) Which of the following is automatically created for each of the resources regarding their working and nonworking time?

a) resource calendar

b) standard rate

c) overtime rate

d) expenditure calendar

23) In order to establish nonworking times for an individual, which of the following is the proper procedure to access the necessary dialog box?

a) Project tab > Properties > Project Information > Project Information dialog box

b) Project tab > Properties > Change Working Time button > Change Working Time dialog box

c) Project tab > Properties > Link Between Projects > Links Between Projects dialog box

d) Project tab > Insert > Subproject > Insert Project dialog box

24) According to the legend in the Change Working Time dialog box, how are nonworking days displayed?

a) underlined with a white background

b) white background

c) turquoise background

d) shaded gray background

25) Any changes made to the project calendar are reflected and updated in the resource \_\_\_\_\_\_\_\_\_\_\_.

26) Which of the following dialog boxes allows the project manager to set or modify working time for the work week after opening the Change Working Time dialog box?

a) Detail

b) Create New Calendar

c) Custom Fields

d) Move Project

27) A/an \_\_\_\_\_\_\_\_\_\_\_ calendar can set default working times and be used as a project or task calendar.

28) How does the note appear when the cursor is hovering over the note icon?

a) hyperlink

b) Save button

c) Maximize button

d) ScreenTip

29) When you \_\_\_\_\_\_\_\_\_\_\_-click the note icon, the full text of longer notes is displayed.

30) In order to write notes for a particular resource, which of the following sequences is correct?

a) Select resource name > Resource tab > Properties > Details button > Resource Form

b) Select resource name > Resource tab > Properties > Resource Notes button > Resource Information dialog box > General tab

c) Select resource name > Resource tab > Properties > Resource Notes button > Resource Information dialog box > Note tab

d) Select resource name > Project tab > Schedule > Calculate Project button