**CONCEPT EXAM 2 – CIS/224**

**Lessons 3 & 4**

**50 POINTS**

PLEASE ANSWER ANY 12 QUESTIONS OF YOUR CHOOSING FROM LESSON 3

AND

PLEASE ANSWER ANY 13 QUESTIONS OF YOUR CHOOSING FROM LESSON 4

**USE HIGHLIGHTING FOR MULTIPLE-CHOICE**

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

**Chapter Number: 3**

1) A/an \_\_\_resource\_\_\_\_\_\_\_\_ refers to the matching of a task to a resource in order to perform as work, material, or cost.

2) Which of the following procedures allows you to create individual resource assignments using a dialog box?

a) Resource tab > Assignments > Assign Resources button

b) Resource tab > Insert > Add Resources button > Address Book button

c) Resource tab > Properties > Notes button

d) Resource tab > Level > Level All button

3) Which of the following occurs after resources are assigned in the Assign Resources dialog box?

a) The resource names are highlighted.

b) A checkmark appears to the left of the resource names.

c) The resource names are boldfaced.

d) The resource names are deleted from the dialog box.

4) Which of the following buttons appear in the Assign Resources dialog box?

a) Assign

b) Delete

c) Remove

d) Close

e) Enter

5) In order to assign resources without using the Assign Resources button, which of the following do you do?

a) Double-click a specific task name > Select Resource tab from the Summary Task Information dialog box

b) Task tab > Schedule > Respect Links button

c) Task tab > Tasks > Auto Schedule

d) Double-click a specific task name > Select General tab from the Summary Task Information dialog box

6) In order to select several resource names in the Assign Resources dialog box, which of the following keys do you hold down?

a) Enter

b) Ctrl

c) Alt

d) F6

7) Resources in the Assign Resources dialog box are sorted \_alphabetically\_\_\_\_\_\_\_\_\_\_.

8) Once the resource has been assigned in the Assign Resource dialog box, it is automatically moved to the \_\_\_top\_\_\_\_\_\_\_\_ of the list.

9) Which of the following procedures allows the project manager to un-assign or remove a resource from the task from the Assign Resource dialog box?

a) Select resource name in Assign Resource dialog box > Click Resource list option > Uncheck Available to Work

b) Select resource name in Assign Resource dialog box > Click Remove button

c) Select resource name in Assign Resource dialog box > Click Graph

d) Select resource name in Assign Resource dialog box > Click Replace button

10) The units are recorded in the Resource Sheet view’s \_\_units\_\_\_\_\_\_\_\_\_ field.

11) What value will the Microsoft Project assign if the resource contains less than 100% maximum units?

a) value of the next resource’s units

b) value of the resource’s maximum units

c) lowest unit value found in any resource

d) average value of the all the resources’ units

12) What of the following happen when a resource is added or removed in a non-effort driven schedule?

a) Work values are changed.

b) The name of the project is changed.

c) Costs are changed.

d) Resources cannot be replaced.

13) What is Microsoft Project’s default method of scheduling considered?

a) task-effort driven

b) fixed Work

c) fixed Duration

d) non-effort driven

14) In order to view the Split View command group, which of the following tabs do you go to?

a) Task

b) Resource

c) View

d) Project

15) Which of the following procedures allows Project Manager to split the window view with Task Form view appearing at the bottom of the window?

a) View tab > Split View > Check Timeline checkbox > Select Timeline from drop-down menu

b) View tab > Split View > Check Detail checkbox > Select Task Form from drop-down menu

c) View tab > Zoom > Zoom button

d) Format tab > Format > Gridlines button

16) \_\_work\_\_\_\_\_\_\_\_\_ refers to the total amount of effort spent to complete a task.

17) By default, Microsoft Project express work in \_\_hours\_\_\_\_\_\_\_\_\_ rather than other units unless otherwise specified.

18) Which of the following equations is used to calculate Work?

a) Work = Cost x Hours

b) Work = Duration x Years

c) Work = Duration x Units

d) Work = Duration x Days

19) Which of the following procedures allows you to change all new tasks to an effort-driven schedule?

a) Task tab > Schedule > Inactivate button

b) Task tab > Schedule > Mark on Track button > Mark on Track

c) File tab > Options > Select Schedule in Project Option dialog box > Check Show scheduling messages checkbox

d) File tab > Options > Select Schedule in Project Option dialog box > Check New Tasks are Effort driven checkbox

20) Which of the following equations is used in effort-driven scheduling?

a) Duration = Std. Rate / Units

b) Duration = Work / Units

c) Duration = Number of resources / Work

d) Duration = Number or resources / 365

21) A/an \_\_\_\_\_\_\_\_\_\_\_ tag is an indicator that alerts the project manager of changes to work, durations, and units.

22) An Actions tag will not appear on the Gantt Chart portion of the view if the resources on the Task Form are on a/an \_\_\_\_\_\_\_\_\_\_\_-driven task.

23) Where does the Action tag appear on the Gantt Chart?

a) left of the Task Name column

b) left of the Task Mode column

c) right of the Finish column

d) left of the Start column

24) In the effort-driven scheduling mode, Microsoft Project will use the work calculation at the \_\_\_\_\_\_\_\_\_\_\_ work resource assignment.

25) Which of the following circumstances can cause work and duration to become unequal?

a) One resource is working full-time on a task.

b) A resource is not working full-time.

c) You assign more than one resource to a task.

d) You assign a material resource to a task in non-effort driven scheduling.

26) In order to access the Assign Resources dialog box, which of the following tabs do you go to?

a) Task

b) Resource

c) Project

d) View

27) In which of the following ways can the user appoint the cost and consumption of a material resource assigned to a task?

a) Assign a fixed unit of quantity of the material resources.

b) Assign a mode number of quantity of the material resources.

c) Assign a range number of quantity of the material resources.

d) Assign a variable rate quantity of the material resources.

28) When you assign a material resource such as a CD to a task, the task’s \_\_\_\_\_\_\_\_\_\_\_ is not affected.

29) Which of the following are listed in the Units column?

a) material label

b) amounts (units)

c) resource name

d) cost

30) In which of the following columns found in the Assign Resource dialog box will you enter the cost of the resource?

a) resource name

b) R/D

c) units

d) cost

**Chapter Number: 4**

1) A/an \_\_task calendar\_\_\_\_\_\_\_\_\_ refers to a base calendar used by one task for scheduling and sets working and nonworking times for a task.

2) Which of the following procedures allows you to assign a task calendar to an individual task?

a) Project tab > Properties > Project Information button

b) Project tab > Properties > Change Working Time button > Select Create New Calendar button in the Change Working Time dialog box

c) Project tab > Schedule > Calculate Project button

d) Project tab > Status > Update Project button

3) Which of the following time frames is not accepted in the Change Working Time’s Details dialog box?

a) Tuesday 12:00 A.M. – 3:00 A.M.

b) Wednesday 5:00 A.M. – 11:00 P.M.

c) Thursday 1:00 P.M. – 4:00 P.M.

d) Friday 8 P.M. – 2 A.M.

4) Which keyboard shortcut allows you to bring the information on a specific task into view?

a) Ctrl+Shift+F5

b) Shift+F9

c) Ctrl+Alt+F9

d) Shift+Enter

5) Which of the following are tabs in the Task Information dialog box?

a) General

b) Predecessors

c) Calendar

d) Advanced

e) Resources

6) Which of the following icons appears after selecting a calendar in the Task Information dialog box?

a) small, red human

b) checkmark

c) calendar

d) note

7) A small, red \_\_human\_\_\_\_\_\_\_\_\_ icon appears in the Indicators column to notify the user of a resource over allocation.

8) \_\_\_\_\_\_\_\_\_\_\_ types refer to which values will remain fixed in a formula if one of the values changes.

9) Which of the following is the default task type used by Microsoft Project?

a) fixed units

b) flexible resources

c) fixed duration

d) fixed work

10) Which of the following are task types used by Microsoft Project?

a) fixed units

b) flexible units

c) fixed duration

d) repetitive work

d) fixed work

11) Which of the following is the task type in which duration value is fixed?

a) fixed units

b) flexible time

c) fixed duration

d) fixed work

12) Which of the following Actions list options allows the total amount of work to be the same but reduces the assignment unit values of each resource?

a) Increase work but keep hour resources work per day (units) the same

b) Decrease the hours resources work per day (units) but keep the same amount of work

c) Increase work and hours resources work per day (units)

d) Decrease work and hours resources work per day (units)

13) You cannot change the task type on a/an \_\_\_\_\_\_\_\_\_\_\_ task as it is always a fixed duration.

14) A/an \_\_\_\_\_\_\_\_\_\_\_ is represented by a dotted line between two task’s segments, defining a break in a task.

15) Which of the following methods allows the user to correct a split on a wrong date?

a) Remove check from Details checkbox under Split View command group.

b) Save the file, close, and reopen the project schedule.

c) Click Redo button on the menu bar to remove the incorrect split.

d) Point to the second segment of the task and drag the segment to the correct date when the mouse pointer changes to a circle with four arrows.

16) Which of the following options allows you to split a task at the Quarterly level?

a) Timescale

b) Timeline

c) Details

d) Highlight

17) Which of the following is true when splitting a task?

a) The user cannot split a task into many parts.

b) The user can drag the segment of the split to the right or left.

c) If the duration if the split changes, the last segment will not change.

d) Once the split is rescheduled, it cannot be undone.

18) Which of the following procedures allows the user to access the Recurring Task Information dialog box?

a) Task tab > Insert > Task button > Recurring Task

b) Task tab > Schedule > Mark on Track button > Mark on Track

c) Task tab > Editing > Scroll to Task button

d) Resources tab > Assignments > Resource Pool

19) You need to start a recurring task at 8 A.M. on November 28, 2017. Which of the following is the proper way to enter the date in the Start box of the Recurring Task Information dialog box?

a) 28/11/17 8 P.M.

b) November 28, 2017 8 A.M.

c) 11/28/17 8 A.M.

d) 8 A. M. Nov. 28, 2017

20) Which option in the Recurring Task Information dialog box allows the user to select when a recurring task ends?

a) Duration

b) Recurrence pattern: Start \_\_\_\_\_\_

c) Range of recurrence: End after \_\_\_\_\_\_ occurrences

d) Calendar for scheduling this task: Calendar

21) Which of the following choices can the user make if Microsoft Project alerts the user that the selected date for the recurring task falls during a nonworking time?

a) User can decide to skip the occurrence.

b) User must delete another nonworking date.

c) User must convert the nonworking date to a working date.

d) User can schedule it for the next working day.

22) Which of the following are categories of constraint?

a) flexible

b) semi-inflexible

c) inflexible

d) semi-flexible

e) half-flexible

23) A/an \_\_\_constraint\_\_\_\_\_\_\_\_, or limit, controls the start and ending date of a task.

24) In order to activate the Task Inspector, which of the following is the proper procedure?

a) Task tab > Tasks > Inspect button

b) Task tab > Insert > Task button > Task

c) Task tab > Tasks > Mode button

d) Report tab > View Reports > In Progress button

25) A/an \_\_recurring task\_\_\_\_\_\_\_\_\_ is a series of tasks that directly affects the end date of the project if any of the tasks are delayed.

26) Which of the following describes the amount of time a task can be delayed without impacting the project end date?

a) Free Float

b) Total Float

c) critical path

d) allocation

27) If a task has a float value of \_\_zero\_\_\_\_\_\_\_\_\_, then that specific task is on a critical path.

28) \_\_\_\_allocation\_\_\_\_\_\_\_ refers to the resource’s ability to work on a specific task.

29) In order to access the Resource Allocation view, which of the following is the proper sequence?

a) Task tab > View > Gantt Chart button > More Views > More Views dialog box > Resource Form

b) View tab > Zoom > Entire Project

c) Task tab > View > Gantt Chart button > More Views > More Views dialog box > Resource Allocation

d) View tab > Window > Arrange All

30) Which of the following are allocation categories?

a) Total allocated

b) Under allocated

c) Fully allocated

d) Over allocated

e) Half allocated