**CONCEPT EXAM 3 – CIS/224**

**Lessons 5 & 6**

**50 POINTS**

PLEASE ANSWER ANY 12 QUESTIONS OF YOUR CHOOSING FROM LESSON 5

AND

PLEASE ANSWER ANY 13 QUESTIONS OF YOUR CHOOSING FROM LESSON 6

**USE HIGHLIGHTING FOR MULTIPLE-CHOICE**

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

**Chapter Number: 5**

1) Which of the following wizards appears when there is a scheduling conflict based on the applied constraint?

a) Gantt Chart Wizard

b) Export Wizard

c) Planning Wizard

d) Import Wizard

2) Microsoft Project alerts you about conflicts between constraints and task \_\_\_\_\_\_\_\_\_\_\_.

3) By default, Microsoft Project always honors \_\_\_\_\_\_\_\_\_\_\_ dates over task relationships, although it may cause a negative float.

4) In which dialog box do you enter the constraint date?

a) Task Information

b) Assign Resources

c) WBS Code Definition

d) Custom Fields

5) Which of the following icons appears when there is a miscalculation resulting in over allocation?

a) note

b) calendar

c) question mark

d) red human

6) Which dialog box allows the user an option to “Keep task on nearest working day when changing to Automatically Schedule mode”?

a) Project Options: Scheduling

b) Details

c) Information

d) Planning Wizard

7) When the mouse pointer hovers on the calendar alert icon in the Indicators column, a/an \_\_\_\_\_\_\_\_\_\_\_ appears.

8) In order to prevent negative floats, which of the following are the best to use?

a) lags

b) leads

c) WBS

d) inflexible constraints

9) A/an \_\_\_\_\_\_\_\_\_\_\_ refers to a latest date or end date that the task should be accomplished.

10) What type of marker is displayed on the Gantt Chart view’s chart portion when the user enters a deadline date?

a) tag

b) end

c) deadline

d) flexible

11) What is the default constraint used by Microsoft Project?

a) flexible: As Soon As Possible (ASAP)

b) semi-flexible

c) inflexible

d) half-flexible

12) In order to display the Go To dialog box, what keyboard shortcut do you use?

a) Ctrl+Shift

b) Ctrl+F1

c) F5

d) F1

13) Which dialog box appears when you double-click the task name?

a) Planning Wizard

b) Task Information

c) More Views

d) Change Working Time

14) In order to set a deadline for a particular task, which of the following is the proper sequence from the Task Information dialog box?

a) General > Percent Complete

b) Resources > Assignment Owner

c) Advanced tab > Calendar

d) Advanced tab > Deadline

15) In order to remove a deadline from a task, which of the following is the proper sequence from the Task Information dialog box?

a) General tab > Clear Priority

b) Advanced tab > Check Scheduling ignore resource calendars

c) Advanced tab > Clear Deadline field

d) General tab > Check Display on Timeline

16) The deadline date has an effect on the scheduling of a summary task when it involves \_\_\_\_\_\_\_\_\_\_\_.

17) Task \_\_\_\_\_\_\_\_\_\_\_ refers to numeric ranking of a task’s importance between 0 and 1000.

18) What is the default task priority assigned by Microsoft Project?

a) 0

b) 100

c) 500

d) 1000

19) Which of the following numeric values designates a task as most important?

a) 0

b) 100

c) 500

d) 1000

20) Task priorities only affect the schedule during \_\_\_\_\_\_\_\_\_\_\_ leveling.

21) Which of the following is the proper procedure to set a priority from the Task Information dialog box?

a) General tab > Percent complete

b General tab > Priority box

c) Predecessors tab > Duration

d) Advanced tab > WBS code

22) When priority is set to 1000 for a task, which of the following modes will not move that particular task?

a) Resource Leveling

b) Task Name

c) Prevent Over allocations

d) Rollup

23) When multiple tasks are selected, the dialog box is renamed from Task Information to which of the following?

a) Multiple Task Information

b) Numerous Task Information

c) Several Task Information

d) Various Task Information

24) \_\_\_\_\_\_\_\_\_\_\_ leveling refers to the process of deferring or delaying a resource’s work to resolve an over allocation conflict.

25) Which of the following task priority settings does Resource Leveling delay first?

a) 0

b) 100

c) 500

d) 1000

26) In order to access the Manually Schedule button, which of the following is the proper procedure?

a) Task tab > Tasks > Manually Schedule button

b) Resource tab > Level > Clear Leveling

c) Task tab > Schedule > Mark on Track

d) Task tab > Tasks > Auto Schedule

27) When you click the Auto Schedule button under the Actions section of the Task Inspector pan, which of the following occurs?

a) The task returns to a manual-schedule mode.

b) The task returns to an auto-schedule mode.

c) A new task name is assigned to the selected task.

d) A constraint is uplifted from the task.

28) \_\_\_\_\_\_\_\_\_\_\_ are tasks that are manually scheduled and set by the operator, who can provide more schedule flexibility.

29) Which of the following cannot be tracked by manually scheduled tasks?

a) Overtime

b) Actual Overtime

c) Remaining Overtime

d) Lapsed Time

e) Holiday Overtime

30) How is manual scheduling different from auto-scheduling in respects to setting duration?

a) In manual scheduling the duration cannot contain any text, while in auto-scheduling it can hold only text.

b) Manual scheduling is used by Project to schedule tasks, unlike in auto-scheduling.

c) In manual scheduling the duration can contain only numbers, while in auto-scheduling it can be number, date, or text information.

d) In manual scheduling the duration can contain text information, while in auto-scheduling it can only contain numbers.

**Chapter Number: 6**

1) In order to calculate the material resource’s cost accurately, one must know the \_\_\_\_\_\_\_\_\_\_\_ rate.

2) A/an \_\_\_\_\_\_\_\_\_\_\_ consumption rate is a rate at which the absolute quantity of a resource will be used regardless of the duration of the task.

3) Which of the following refers to the amount of material resources consumed that is reliant on the task’s duration?

a) fixed consumption rate

b) variable consumption rate

c) tentative consumption rate

d) selective consumption rate

4) After making changes in the Assign Resources dialog box, you can verify the cost and work values in which of the following dialog boxes?

a) Project Options: Scheduling

b) WBS Code Definition

c) Assignment Information

d) Custom Fields

5) In order to view cost per use for a particular resource, which of the following dialog boxes should you open?

a) Planning Wizard

b) Detail

c) WBS Code Definition

d) Resource Information

6) A/an \_\_\_\_\_\_\_\_\_\_\_ per use can replace or add to costs originated from pay or consumption rates and can be assigned at the beginning or end of a task.

7) Which of the following columns in the Resource Information dialog box contains the Cost per Use values?

a) Effective Date

b) Standard Rate

c) Overtime Rate

d) Per Use Cost

8) A cost \_\_\_\_\_\_\_\_\_\_\_ table refers to resource pay rates that are displayed in the Resource Information dialog box’s Costs tab.

9) How many cost rate tables can be assigned to one resource?

a) 1

b) 5

c) 10

d) 15

10) How many entry lines are contained in one cost rate table?

a) 15

b) 25

c) 35

d) 45

11) In order to view the Resource Information dialog box, double-click the \_\_\_\_\_\_\_\_\_\_\_ field.

12) What will occur if a pay rate is entered without a currency symbol?

a) Microsoft Project will assign it to the pay rate.

b) An error message will display, asking you to enter a currency symbol.

c) The cost table will be deleted.

d) The resource will be deleted.

13) In order to access the Task Usage, which of the following is the proper procedure?

a) View tab > Resource Views > Resource Usage button

b) View tab > Window > New Windows button

c) Resource tab > View > Team Planner button > Task Usage

d) Resource tab > Assignments > Assign Resources button

14) In order to insert a Cost Rate Table Field into a Task Usage view, which of the following is the proper procedure?

a) View tab > Resource Views > Other Views button > Resource Form

b) Right-click column heading > Select Insert Column > Select Cost Variance

c) Right-click column heading > Select Insert Column > Select Cost Rate Table

d) Resource tab > Level > Leveling Options button

15) By default, which of the following cost rate tables does Microsoft Project?

a) cost rate table A

b) cost rate table B

c) cost rate table C

d) cost rate table D

16) Under which tab in the Assignment Information dialog box can you select a specific cost rate table?

a) General

b) Predecessors

c) Resources

d) Advanced

17) NA is Microsoft Project’s term for a/an \_\_\_\_\_\_\_\_\_\_\_ field.

18) In order to access the Resource Availability grid, which of the following is the proper procedure?

a) View tab > Zoom > Selected Tasks button

b) View tab > Resource View > Resource Sheet button > Select Resource Sheet > Double-click Resource Name > Resource Information dialog box > General tab

c) View tab > Resource View > Resource Sheet button > Select Resource Sheet > Double-click Resource Name > Resource Information dialog box > Costs tab

d) View tab > Resource Views > Team Planner button

19) Which of the following decides when a resource is available to work?

a) resource’s calendar

b) resource’s capacity to work

c) resource’s constraint

d) Max. Units value

20) Which of the following defines the maximum capacity of a resource to complete tasks?

a) Standard Rate

b) resource availability

c) Max. Units

d) resource’s calendar

21) When you set the resource’s availability over time, you are able to control the resource’s \_\_\_\_\_\_\_\_\_\_\_ value.

22) A resource is considered over \_\_\_\_\_\_\_\_\_\_\_ when the assigned task goes over the maximum capacity to work.

23) In order to view the project in Resource Allocation view, which of the following is the proper procedure?

a) Project tab > Properties > WBS > Define Code

b) Report tab > View Reports > Resources button > Resource Overview

c) View tab > Resource Views > Resource Usage button > Select More Views > Select Resource Form > Apply button

d) View tab > Resource Views > Resource Sheet button > Select More Views > Select Resource Allocation > Apply button

24) When you scroll over the name in the Resource Usage view and notice certain names are colored \_\_\_\_\_\_\_\_\_\_\_, it means the resources are over allocated.

25) In order to manually edit a resource over allocation, the user can simply reduce the value in the \_\_\_\_\_\_\_\_\_\_\_ field in the Assign Resources box.

26) Which of the following dialog boxes allows you to set options for resource leveling?

a) Resource Information

b) Assignment Information

c) Resource Assign

d) Resource Leveling

27) Resource \_\_\_\_\_\_\_\_\_\_\_ is a process that solves any conflict with over allocation.

28) In order to view the Resource Leveling dialog box, which of the following is the proper procedure?

a) View tab > Resource Views > Resource Sheet button

b) Resource tab > Level > Leveling Options button

c) Resource tab > Level > Level All button

d) View tab > Task Views > Task Usage button

29) Which of the following are tasks performed by resource leveling?

a) split tasks

b) rename the resource names

c) add delays to task

d) adjust resource assignments

e) assign resources to tasks

30) Which of the following settings under the Resource Leveling dialog box allows Microsoft Project the ability to delay a task without affecting the other resources working on the same task?

a) Level manually scheduled tasks

b) Leveling can create splits in remaining work

c) Level only within available slack

d) Leveling can adjust individual assignments to work on a task