**CONCEPT EXAM 4 – CIS/224**

**Lessons 7 & 8**

**50 POINTS**

PLEASE ANSWER ANY 12 QUESTIONS OF YOUR CHOOSING FROM LESSON 7

AND

PLEASE ANSWER ANY 13 QUESTIONS OF YOUR CHOOSING FROM LESSON 8

**USE HIGHLIGHTING FOR MULTIPLE-CHOICE**

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

**Chapter Number: 7**

1) \_\_Sorting\_\_\_\_\_\_\_\_\_ is a simple method of ordering task and resource data to fit your needs.

2) In order to sort by “Overtime Cost” in descending order for a summary task, which of the following is the proper procedure?

a) View tab > Data > Sort button > Select Sort by > Sort dialog box > Select Overtime Cost from drop-down list > Select Descending radio button > Sort button

b) View tab > Data > Sort button > Select by ID

c) View tab > Data > Sort button > Select by Finish Date

d) View tab > Data > Sort button > Select Sort by > Sort dialog box > Select Resources Names from drop-down list > Select Ascending radio button > Sort button

3) Which tab is the Sort button on?

a) Task

b) Resource

c) Project

d) View

4) Under the Sort box, how many nested levels of sort criteria are available?

a) 2

b) 3

c) 4

d) 5

5) If the Permanently renumber resources check box is checked, which of the following will occur?

a) Project will permanently renumber task or resources every other time you sort

b) Project will permanently renumber only tasks, not resources.

c) Project will permanently renumber tasks or resources in all files you sort.

d) Project will temporarily renumber resources but not tasks.

6) Sorting is applied to the \_\_resource sheet\_\_\_\_\_\_\_\_\_ view regardless of the displayed table in the view.

7) You can quickly unsort data by clicking the Sort button and selecting “By \_\_group\_\_\_\_\_\_\_\_\_.”

8) Which of the following is a new function that allows you to undo several actions?

a) Multiple Level Undo

b) Sort by

c) Manually Schedule

d) Scroll to Task

9) Which of the following features allows you to see the effects of your changes as you make them?

a) Resource Leveling

b) Sort by

c) Multiple Level Undo

d) Visual Change Highlighting

10) \_\_Grouping\_\_\_\_\_\_\_\_\_ allows you to organize tasks and resources according to your selected criteria, and it is similar to sorting.

11) From which tab can you access the “Group by” drop-list box?

a) File

b) Task

c) Resource

d) View

12) In order to group the project schedule by milestones, which of the following is the correct procedure?

a) View tab > Data > Group By box > Select Constraint Type from drop-down list

b) View tab > Data > Group By box > Select Milestones from drop-down list

c) View tab > Split View > Check Details

d) Project tab > Properties > Custom Fields button

13) Which of the following are criteria options the user can customize from the Group Definition dialog box?

a) Field Name

b) Critical

c) Field Type

d) Order

e) Group Between

14) In order to remove grouping and restore the original data, which of the following options do you select?

a) [No Group]

b) Critical

c) Active V. Inactive

d) Milestones

15) You can auto-fit a column by placing the cursor and \_\_\_\_double\_\_\_\_\_\_\_-clicking on the dividing line.

16) When you remove a group, what occurs to the data in the project?

a) The first and last columns are removed.

b) There is no effect on the data.

c) The initial Group by values are deleted.

d) The greatest values in the columns are averaged.

17) Which of the following is another name for the summary values created through grouping?

a) dash

b) tube

c) roll-ups

d) averages

18) When you want to create a new group, which of the following dialog boxes do you use to develop it?

a) Group Definition

b) Organizer

c) Sort

d) More Filters

19) In order to widen the column width for Task Name, you right-click the Task Name column heading and do what?

a) Select Field Settings > Select left for Align data textbox

b) Select Custom Fields > Select Roll down unless manually entered

c) Select Field Settings > Click Best Fit button

d) Select Custom Fields > Select Rollups

20) \_\_\_Filtering\_\_\_\_\_\_\_\_ is a tool that allows the user to view specific tasks or resources that meet the selected criteria and hide others that do not fit the criteria.

21) Which of the following is on by default in the resource and task views?

a) AutoFilter

b) Group by Duration

c) Sort by Descending order for ID

d) Milestone Highlight

22) Which of the following options turns AutoFilter off or on in the Filter drop-down box?

a) Clear Filter

b) Display AutoFilter

c) New Filter

d) Milestones

23) Which of the following dialog boxes do you use when customizing an AutoFilter?

a) More Tables

b) Organizer

c) Filter Definition

d) Custom AutoFilter

24) A small \_\_\_\_\_\_\_\_\_\_\_ is displayed in a column heading when AutoFilter is being engaged in that particular column.

25) Which of the following keyboard shortcuts clears all the applied filters?

a) F5

b) Shift+F2

c) F3

d) Ctrl+F6

26) Which of the following are ways to apply filters to a view?

a) highlight

b) outline

c) AutoFilter

d) predefined or custom filter

27) If a filter has been applied to a resource or task file, the filter’s name will be shown on the \_\_\_\_\_\_\_\_\_\_\_ box, which is located on the View ribbon.

28) Which of the following is a quick procedure to create a custom filter?

a) Select New Filter in the Filter box.

b) Select More Filters in the Filter box and click the Highlight button.

c) Select Display AutoFilter.

d) Select Active Tasks.

29) Which of the following are criteria options the user can customize from the Filter Definition dialog box?

a) Delete Column

b) And/Or

c) Values

d) Field Name

e) Paste Column

30) After filtering, you might see gaps in the ID number and think the data has been deleted. However, the data is \_\_\_hidden\_\_\_\_\_\_\_\_ until you remove the filter from the project schedule.

**Chapter Number: 8**

1) The \_\_\_GANTT\_\_\_\_\_\_\_\_ Chart is composed of a table located on the left and a bar chart on the right.

2) Which of the following are benefits of the default format of the Gantt Chart view?

a) exporting Gantt Chart in PDF format

b) printing

c) onscreen project schedule viewing

d) syncing with SharePoint

3) In order to open the Bar Styles dialog box, what do you do from the Format tab?

a) Bar Styles > Format button > Select Bar

b) Bar Styles > Format button > Select Bar Styles

c) Show/Hide > Check Summary Tasks

d) Bar Styles > Slippage button > Select Baseline

4) What is the keyboard shortcut for Scroll to Task?

a) F5

b) Ctrl+Shift+L

c) Ctrl+Shift+F5

d) Ctrl+F1

5) \_\_\_\_\_\_\_\_\_\_\_ is a window in which you can see the different elements in the project schedule.

6) Which of the following are view formats in Microsoft Project?

a) Informative

b) Task

c) Charts

d) Diagram

e) Usage

7) What is the default view of Microsoft Project?

a) Gantt Chart

b) Network Diagram

c) Calendar

d) Task Usage

8) Which of the following view formats displays information in diagram format?

a) Chart

b) Sheets

c) Diagram

d) Usage

9) In order to expand the column so you can view all the values, \_\_double\_\_\_\_\_\_\_\_\_-click the right edge of column.

10) In order to save a view, which of the following is the proper procedure?

a) View tab > Task Views > Timeline button > Select Task Sheet

b) View tab > Task Views > Gantt Chart button > Select Save View > Type name in Save View dialog box > Press OK

c) File tab > Select Save As > Select Computer

d) View tab > Task Views > Gantt Chart button > Select Reset to Default

11) On which tab is the Gantt Chart Styles group?

a) File

b) Report

c) Format

d) Task

12) In order to change to a Mangal font, which of the following is the proper procedure?

a) Format tab > Format > Text Styles button > Select Mangal in the Font textbox of the Text Styles dialog box > Click OK

b) Format tab > Bar Styles > Format button > Select Bar > Select Bar Text tab in the Format Bar dialog box > Select Text19 under Left > Click OK

c) Format tab > Drawings > Drawing button > Select Edit Points

d) Format tab > Columns > Custom Fields button > Select Text5 in the Custom Fields dialog box > Click OK

13) Which option in the Text Styles dialog box allows you to set the size of the font?

a) Font

b) Font Style

c) Size

d) Color

14) Which of the following options are displayed under the Item to Change dropdown menu in the Text Styles dialog box?

a) All

b) Critical Task

c) Critical Path

d) Bar Text – Outside

e) External Task

15) One of the stark differences between Microsoft Excel and Project is that you can \_\_\_\_\_\_\_\_\_\_\_ all the columns in Excel but not in Project.

16) In order to change the background color to yellow in a single cell, what do you do?

a) Select cell > Task tab > Font > Click expand button in lower right of this group > Select yellow color under “Color:” in the Font dialog box > Click OK

b) Select cell > Task tab > Font > Click expand button in lower right of this group > Select yellow color under “Background Color:” in the Font dialog box > Click OK

c) Select cell > Task tab > Font > Click expand button in lower right of this group > Select yellow color under “Background Pattern:” in the Font dialog box > Click OK

d) Select cell > Task tab > Font > Click expand button in lower right of this group > Check “Underline” in the Font dialog box > Click OK

17) Which tab contains the Custom Fields button?

a) File

b) Task

c) Report

d) Format

18) A/an \_\_\_custom\_\_\_\_\_\_\_\_ field, created by the user, contains entered values and information that suit the organization’s needs.

19) How many custom fields or user-defined fields are available in Microsoft Project?

a) 100

b) 110

c) 120

d) 130

20) Which of the following are defined as categories for custom fields?

a) Flag

b) Price

c) Start

d) Text

e) Mid-point

21) Which of the following categories do you use for any type of text-based information?

a) Duration

b) Text

c) Number

d) Start

22) In order to define a structure for resources and tasks but not assignments, which of the following categories do you use?

a) Outline Code

b) Text

c) Start

d) Duration

23) A/an \_\_table\_\_\_\_\_\_\_\_\_ can be customized just as Custom Fields by selecting Field Name to Header Wrapping.

24) In order to access the predefined tables, what procedure do you follow?

a) Format Tab > Drawings > Drawing button > Text Box

b) View Tab > Window > New Window button

c) View Tab > Data > Outline button > Select All Subtasks

d) View Tab > Data > Tables button > Select More Tables

25) Which of the following are fields listed in the Table Definition dialog box?

a) Footer Wrapping

b) Align Data

c) Field Name

d) Width

e) Height

26) Which of the following dialog boxes allows you to customize a predefined table with your own specifications?

a) View Definition

b) Table Definition

c) More Views

d) Project Information

27) When any table is being modified, the user is changing the \_\_\_\_\_\_\_\_\_\_\_ of that table.

28) Which of the following procedures enables you to access the predefined views?

a) View tab > Task Views > Gantt Chart button > Select More Views

b) View tab > Zoom > Entire Project button

c) Task tab > Insert > Task button > Select Task

d) View tab > Resource Views > Other Views button > Select Resource Form

29) A new view is added to the View bar when the “\_\_\_show\_\_\_\_\_\_\_\_ in menu” box is checked in the View Definition dialog box.

30) Which of the following dialog boxes allows you to custom a view with your own specifications?

a) View Definition

b) Custom Fields

c) More Tables

d) Table Definition