**CONCEPT EXAM 5 – CIS/224**

**Lessons 9 & 10**

**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: 9**

1) A/an \_Snapshot\_\_\_\_\_\_\_\_\_\_ provides a “snap-shot” of the schedule, budget, and scope of a project.

2) In order to set the baseline with all the default settings for the project schedule, what is the proper sequence?

a) Project tab > Schedule > Move Project button

b) Project tab > Schedule > Set Baseline button > Select set baseline

c) Project tab > Schedule > Calculate Project button

d) Project tab > Status > Update Project button

3) How many baselines can you save for a single project schedule?

a) 8\*

b) 9

c) 10

d) 11

4) When is it helpful to save multiple baselines?

a) You do not want to compare baseline values against actual values.

b) The project’s duration is long.

c) You have unapproved scope changes.

d) The duration of the project is short.

5) The Variance table provides both Baseline and \_planned or actual start\_\_\_\_\_\_\_\_\_ columns for comparison.

6) The user should widen the columns by double-clicking between the columns heading when a column displays \_\_\_\_\_\_\_\_\_\_\_ signs.

7) Microsoft Project saves baseline field types that include Assignment, Task, and \_resource\_\_\_\_\_\_\_\_\_\_.

8) \_Sponsor\_\_\_\_\_\_\_\_\_\_ are the individuals that supply aid and financial support to the project team.

9) \_Tracking\_\_\_\_\_\_\_\_\_\_ pertains to all the analyzing, entering, and collecting of actual project performance data or actuals.

10) When the “Update work as complete through” option is selected and the date is set for December 2, what action does Microsoft Project perform?

a) The actual work for projects that was started before December 2 is recorded, and a progress bar is drawn to view its progress.

b) All work that began after December 2 is recorded, and its progress is drawn.

c) Projects that were completed before December 2 are recorded.

d) The actual work for projects completed before December 2 is recorded, and its progress bar is drawn to view its progress.

11) In order to access the Update Project button, which of the following is the proper procedure?

a) Project tab > Schedule > Move Project button

b) Project tab > Status > Update Project button

c) Project tab > Properties > Project Information button

d) View tab > Zoom > Entire Project

12) A/an \_\_\_\_\_\_\_\_\_\_\_ is displayed in the Indicator column next to a completed task.

13) A data date is also called a/an \_\_\_status\_\_\_\_\_\_\_\_ date.

14) A/an \_progress\_\_\_\_\_\_\_\_\_\_ bar is displayed in the Gantt Chart view to indicate how much of each task has been accomplished or completed.

15) In order to access the Scroll to Task button, which tab do you select first?

a) File

b) Resource

c) Task

d) Project

16) In order to record how much work has been completed on a task, which of the following is the quickest method to use?

a) checkmark in the Indicators column

b) progress bar

c) completion percentage

d) Finish column

17) In order to enter 50% for the completion percentage of Task 2, which of the following is the proper procedure?

a) View tab > Resource View > Team Planner button > Select More Views > Select Gantt with Timeline > Press Apply

b) View tab > Zoom > Zoom button > Select Zoom > Enter 192 in Customs textbox > Press Enter

c) View tab > Data > Tables button > Select Work Table > Enter 50 in the % Work Complete column > Press Enter

d) View tab > Data > Tables button > Select Work Table > Enter 50 in the Work column > Press Enter

18) When you point to the progress bar in the task’s Gantt bar, what will appear to inform the user of the task’s completion percentage?

a) funnel icon

b) checkmark

c) green highlighted progress bar

d) ScreenTip

19) Which of the following are types of “percent complete”?

a) Physical % Complete

b) Cost % Complete

c) Schedule % Complete

d) Virtual % Complete

e) Resource % Complete

20) In order to access the schedule percent complete button and assign 75% to Task 3, which of the following is the proper procedure?

a) Select task 3 > Task tab > Schedule > Mark on Track button > Select Update Task

b) Select task 3 > Task tab > Insert > Task button > Select Recurring task

c) Select task 3 > Task tab > Schedule > 75% Complete button

d) Select task 3 > Task tab > Schedule > 25% Complete button

21) \_Cost variance\_\_\_\_\_\_\_\_\_\_ refers to how the actual costs compare to the budgeted costs.

22) In order to access the Project Statistics dialog box, which of the following is the proper procedure?

a) Project tab > Status > Update Project button

b) Project Tab > Properties > Project Information button > Statistics button

c) Project Tab > Properties > Custom Fields button

d) Project Tab > Insert > Subproject button

23) Which of the following are displayed in the Cost field in the Project Statistics dialog box?

a) final cost

b) actual cost

c) baseline cost

d) current cost

e) project cost

24) Which of the following buttons hides the subtasks?

a) Collapse

b) Expand

c) Scroll to Task

d) Inactive

25) In order to view or display the cost table, which of the following is the proper procedure?

a) View tab > Data > Tables button > Select cost table

b) View tab > Data > Outline button > Select all subtasks

c) View tab > Task View > Task Usage button > Select task usage

d) Project tab > Properties > Custom Fields button

26) In order to view the cost table without accessing it through the tabs, which of the following is the proper procedure?

a) Right-click on the upper left corner of the active tab and select Cost.

b) Right-click the second column heading and select Field Settings.

c) Right-click the first column heading and select Custom Fields.

d) Right-click on the upper left corner of the active tab and select Calculate Project.

27) Which of the following tabs contains the Update Project button?

a) File

b) Project

c) Resource

d) View

28) You are forced to reschedule Task 23 since there was a delay in receiving the new material. How do you reschedule the date of August 12, 2016 to August 15, 2016?

a) Select Task 23 > Project tab > Status > Status Date: NA button

b) Select Task 23 > Project tab > Schedule > Calculate Project button

c) Select Task 23 > Project tab > Status > Update Project button > Select Reschedule uncompleted work to start after > Type Mon 8/15/16 into text box

d) Select Task 23 > Project tab > Status > Update Project button > Select Update work as complete through > Type Mon 8/15/16 into text box

29) How do you disable Microsoft Project from rescheduling any unfinished work on tasks that contain some actual work?

a) File tab > Select Options > Select Schedule in Options dialog box > Uncheck “Split in-progress task” check box under Scheduling options for this project

b) Task tab > Tasks > Mode button > Select Auto Scheduled

c) Task tab > Tasks > Manually Scheduled button

d) File tab > Select Options > Select Schedule in Options dialog box > Uncheck “Tasks will always honor their constrain dates “check box under Scheduling options for this project

30) When rescheduling a task due to an unforeseen circumstance, it is a good practice to place a note in the \_\_\_\_\_\_\_\_\_\_\_ field of the rescheduled task explaining the changes.

**Chapter Number: 10**

1) A/an \_\_Dashboard\_\_\_\_\_\_\_\_\_ report enables the user to quickly view all the major data of the project and print this information on paper.

2) In order to set the status date to 12/15/16, which of the following is the proper procedure?

a) Project tab > Status > Click Status Date: Calendar icon > Select December 15 > 2016 in the Status Date dialog box > Press OK

b) Project tab > Status > Update Project button > Select Update work as complete through > Select December 15 > 2016 in the drop-down list > Press OK

c) Project tab > Schedule > Set Baseline button > Select Set Baseline

d) Project tab > Properties > Change Working Time button > Select date in calendar grid > Press OK

3) In order to produce a project overview with a Dashboard report, which of the following is the proper procedure?

a) Report tab > View Reports > Getting Started button > Select Create Reports

b) Report tab > View Reports > New Report button > Select Chart

c) Report tab > View Reports > Dashboards button > Select Project Overview

d) Report tab > Project > Compare Project button

4) How do you print the report?

a) File tab > Select Expo > Select Create PDF/XPS

b) File tab > Select Info > Organize Global Template

c) File tab > Select Print > Select Print button

d) File tab > Select Share > Select Sync with SharePoint

5) Depending on the type of printer, you may not be able to view Print Preview screens in which of the following?

a) gray scale

b) black and white

c) color

d) autocolor

6) Which of the following are tabs in the Page Setup dialog box?

a) Page

b) Margins

c) Header

d) Resource

e) Print view

7) \_\_Report\_\_\_\_\_\_\_\_\_ are used by the Project Manager to convey information about the project, whether in writing or graphics format.

8) Which of the following margin options are available in the Page Setup dialog box?

a) Top

b) Right

c) Bottom

d) Diagonal

9) In order to create a new blank report named “Expense for Material Resources,” which of the following is the proper procedure?

a) Report tab > Export > Visual Reports button > Click New Template

b) Report tab > View Reports > New Report button > Select Blank > Type name in Report Name dialog box > Press OK

c) Report tab > View Reports > Getting Started button > Select Best Practice Analyzer

d) Report tab > View Reports > New Report button > Select Chart > Type name in Report Name dialog box > Press OK

10) When you select a table for your customized report, a/an \_\_\_\_\_\_\_\_\_\_\_ appears at the right of the screen.

11) Microsoft Project provides \_\_\_Portrait\_\_\_\_\_\_\_\_ and Landscape orientations for printing your report.

12) \_\_Stakeholders\_\_\_\_\_\_\_\_\_ are individuals or organizations, including customers and resources participating on the project, who are interested in and may be affected by the project.

13) In order to zoom out of the report, what do you click?

a) Close button

b) the minus sign on the zoom slider

c) the plus sign on the zoom slider

d) Task pane option

14) The zoom slider can be found on what screen of the project schedule window?

a) lower right corner

b) upper right corner

c) upper left corner

d) lower left corner

15) In Report view, the dash lines represent \_\_\_\_unfinished work\_\_\_\_\_\_\_.

16) Which of the following dialog boxes displays the formula used in calculations, such as cost variance, and allows the user to edit the formula?

a) Graphical Indicators

b) Page Setup

c) Formula

d) Status Date

17) Which of the following dialog boxes allows the user to select a graphical indicator to represent the actual data value?

a) Graphical Indicators

b) Formula

c) Project Information

d) Project Statistics

18) In order to open the Graphic Indicators dialog box, which of the following is the proper procedure?

a) Project tab > Properties > Custom Fields button > Click “Add Field to Enterprise” in Custom Fields dialog box

b) Project tab > Properties > Project Information button > Click “Statistics” in Project Information dialog box

c) Project tab > Properties > Custom Fields button > Click “Graphical Indicators” in Custom Fields dialog box

d) Report tab > Export > Visual Reports button > Click “New Template” in Visual Reports dialog box

19) Which column in the Graphic Indicators dialog box provides a drop-down menu to select a graphic indicator image?

a) Test

b) Value(s)

c) Paste Row

d) Image

20) Which feature in Microsoft Project combines the power of both Microsoft Visio and Excel in creating a high-impact report?

a) Visual Reports

b) Graphic Indicators

c) Action tags

d) Compare Projects

21) In order to open the Visual Reports – Create Report dialog box, which of the following is the proper procedure?

a) Report tab > View Reports > Dashboard button

b) Report tab > View Reports > Custom button > Select More Reports

c) Report tab > View Reports > Getting Started button > Select Create Reports

d) Report tab > Export > Visual Reports button

22) Which of the following are tabs located in the Visual Reports – Create Report dialog box?

a) Task Usage

b) Resource Usage

c) Resource Summary

d) Cost Summary

e) Flexibility Usage

23) When Visual Report collects data from your project file, it builds a/an \_\_OLAP\_\_\_\_\_\_\_\_\_ cube.

24) The data created in Visual Reports is displayed or translated into graphs and \_pivot\_\_\_\_\_\_\_\_\_\_ tables.

25) In order to use Microsoft Excel in your Visual Report, which version must you be using?

a) Microsoft Excel 2003

b) Microsoft Excel 2003 and newer

c) Microsoft Excel 2007 and earlier

d) Microsoft Excel 2007 and newer

26) If Microsoft Visio is not \_\_installed\_\_\_\_\_\_\_\_\_ in your computer, it will not be displayed in the Visual Reports – Create Report dialog box.

27) What is the difference between view and report?

a) In view you can edit, read, and enter information, but in report you can only print.

b) In view you can only print, and in report you can edit.

c) In view you can print and edit data, just as in report.

d) In view you cannot enter data, but you can print the data as in report.

28) Say the Print Preview Toolbar status bar reads “2 row and 3 column.” This means that there are two rows of pages by four columns of pages, giving a total of \_\_\_\_\_6\_\_\_\_\_\_ pages.

29) Which of the following options can be found on the Legend tab of the Page Setup – Gantt Chart dialog box?

a) Insert Total Page Count

b) Insert Current Date

c) Insert Current Time

d) Insert Finish Date

e) Insert Word Count

30) Some projects have hundreds of tasks that cannot be printed on legal-sized paper. In order to reduce the amount of pages to print, you can print either \_\_\_\_\_\_\_\_\_\_\_ tasks or filtered data.