**CONCEPT EXAM 6 – CIS/224**

**Lessons 11 & 12**

**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: 11**

1) Which tab contains the Mark on Track button?

a) File

b) Task

c) Resource

d) View

2) In order to enter the actual start date of February 2, 2016 for Task 8, which of the following is the correct procedure?

a) Select Task 8 > Task tab > Tasks > Auto Schedule button

b) Select Task 8 > Task tab > Schedule > Select Update Tasks under Mark on Track button > Enter 2/2/16 under “Actual Start:” box > Press OK

c) Select Task 8 > Task tab > Tasks > Select Move button > Select Move Task Forward 1 Day

d) Select Task 8 > Task tab > Schedule > Select Update Tasks under Mark on Track button > Enter 2/2/16 under “Actual Finish:” box > Press OK

3) Which of the following is the correct procedure to record that Task 10 took four days longer to complete?

a) Select Task 10 > Task tab > Tasks > Select Move button > Select Move Task Forward 1 Week

b) Select Task 10 > Task tab > Schedule > Select Update Tasks under Mark on Track button > Enter 4d? under “Remaining dur:” box > Press OK

c) Select Task 10 > Task tab > Schedule > Select Update Tasks under Mark on Track button > Enter 4% under “% Complete:” box > Press OK

d) Select Task 10 > Task tab > Schedule > Select Update Tasks under Mark on Track button > Enter 4d under “Actual dur:” box > press OK

4) Which tab contains the Scroll to Task button?

a) Project

b) Format

c) Resource

d) Task

5) When the actual start date is different than the scheduled date, Microsoft Project will recalculate the scheduled \_\_\_\_\_\_\_\_\_\_\_ date.

6) When the actual finish date for a task is earlier than the scheduled finish date, Microsoft Office will readjusted the scheduled finish date to match the actual finish date and assign a \_\_\_\_\_\_\_\_\_\_\_% completion.

7) When the task’s actual duration matches the scheduled duration exactly, Microsoft Office will assign a \_\_\_\_\_\_\_\_\_\_\_% completion percentage to that task.

8) When the task’s actual duration less than the scheduled duration, Microsoft Office will \_\_\_\_\_\_\_\_\_\_\_ the actual duration to/from the schedule duration to find the remaining duration.

9) When the mouse is ready to drag the vertical divider bar, what does the mouse pointer change into?

a) an hourglass

b) a two-headed arrow

c) frames

d) a hand

10) Which tab contains the Tables button?

a) View

b) Resource

c) Report

d) Format

11) The Task Usage view displays the \_\_\_\_\_\_\_\_\_\_\_ that are assigned to each task.

12) In order to display the Work table, which of the following is the proper procedure?

a) View tab > Data > Tables button > Select Work

b) View tab > Data > Tables button > Select Usage

c) View tab > Data > Outline button > Select All subtasks

d) Report tab > View Reports > Costs button > Select Task Cost Overview

13) The Work table displays both scheduled and \_\_\_\_\_\_\_\_\_\_\_ work for each resource and task.

14) Which of the following tasks can have remaining work or duration value?

a) completed task

b) completed project

c) incomplete task

d) finalized task

15) By default, Microsoft Project calculates actual \_\_\_\_\_\_\_\_\_\_\_ whenever actual work values are entered. The project manager cannot enter these calculations directly unless calculation settings are changed for Microsoft Project.

16) In order to stop Microsoft Project from calculating the actual cost, which of the following is the proper procedure?

a) File tab > select Options > Select Schedule tab > Select off for “Calculate project after each edit:” > uncheck “Actual costs are always calculated by Project” > Press OK

b) File tab > Select Options > Select Schedule tab > Select off for “Calculate project after each edit:” > Press OK

c) File tab > Select Options > Select Schedule tab > Uncheck “Inserted projects are calculated like summary tasks” > Press OK

d) File Tab > Select Options > Select Schedule tab > Select Prorated for “Default fixed cost accrual:” box > Press OK

17) Once Microsoft Project is unable to calculate Actual costs due to setting changes, in which field can the project manager enter these costs?

a) Baseline

b) Variance

c) Actual Cost

d) % Work Completed

18) Which of the following values refers to the work schedule to be completed by the status date?

a) planned value (PV)

b) actual cost (AC)

c) earned value (EV)

d) budgeted cost of work performed (BCWP)

19) Which of the following values refers to the actual cost incurred to finish the task’s actual work by the status date?

a) planned value (PV)

b) actual cost (AC)

c) budgeted cost of work performed (BCWP)

d) budgeted cost of work scheduled (BCWS)

20) Which of the following refers to the value earned by the performed work?

a) budgeted cost of work scheduled (BCWS)

b) actual cost (AC)

c) earned value (EV)

d) planned value (PV)

21) The project’s cost variance (CV) is the difference between the actual cost and the \_\_\_\_\_\_\_\_\_\_\_ value.

22) The project’s schedule variance (SV) is the difference between the earned value and the \_\_\_\_\_\_\_\_\_\_\_ value.

23) Which of the following describes the ratio of earned value to actual cost or EV/AC?

a) cost variance (CV)

b) Cost Performance Index (CPI)

c) schedule variance (SV)

d) Schedule Performance Index (SPI)

24) Which of the following describes the ratio of earned value to planned value or EV/PV?

a) budgeted cost of work schedule (BCWS)

b) budgeted cost of work performed (BCWP)

c) Cost Performance Index (CPI)

d) Schedule Performance Index (SPI)

25) Which of the following values are directly related?

a) earned value (EV) and cost variance (CV)

b) earned value (EV) and planned value (PV)

c) cost variance (CV) and schedule variance (SV)

d) planned value (PV) and cost variance (CV)

26) \_\_\_\_\_\_\_\_\_\_\_ value analysis is used to measure and forecast the project’s progress as it focuses on budget performance and schedule in relation to the baseline plan.

27) Which of the following dates is used by Microsoft Project when calculating the earned value numbers?

a) actual finish date

b) scheduled finish date

c) actual start date

d) status date

28) In order to set the status date to November 12, 2016, which of the following is the proper sequence?

a) Project tab > Status > Select Calendar icon > Enter 11/12/16 in Select Date box > Press OK

b) Project tab > Schedule > Set Baseline button > Select Set interim plan > Select Scheduled Start/Finish into “Copy:” dropdown menu > Press OK

c) Project tab > Schedule > Move Project button > Enter 11/12/16 in “New project start date:” > Press OK

d) Project tab > Properties > Project Information button > Enter 11/12/16 in “Current date:” > Press OK

29) In order to display the Earned Value table, which of the following is the proper sequence?

a) View tab > Task Views > Task Usage button > Select More View > Select Leveling Gantt in list box > Press Apply

b) View tab > Data > Tables button > Select More Tables > More Tables dialog box > Select Task radio button > Select Earned Value in the list box > Press Apply

c) View tab > Data > Tables button > Select More Tables > More Tables dialog box > Select Resource radio button > Select Cost the list box > Press Apply

d) View tab > Project > Compare Project button > Select Cost from “Task Table: box” > Press OK

30) In order to view more information about a field in your project schedule, simply point the mouse pointer to the \_\_\_\_\_\_\_\_\_\_\_ and read the ToolTip.

**Chapter Number: 12**

1) What view elements can you copy with the Copy Picture feature?

a) the entire view visible on the screen

b) selected rows of a table

c) selected columns of a table

d) selected cells of a table

2) In order to clearly present high-level information from a project schedule, you can use the new \_\_\_\_\_\_\_\_\_\_\_ feature.

3) Another name for import/export maps is \_\_\_\_\_\_\_\_\_\_\_ maps.

4) What timescales can you specify when copying with the Copy Picture feature?

a) none

b) the timescale as shown on screen

c) the dates of every second milestone

d) a specified range of time

5) In order to transfer information such as a chart or text to documents in different programs, use the \_\_\_\_\_\_\_\_\_\_\_ protocol.

6) When a Copy Picture image is rendered for the screen or for a printer, where is the image temporarily stored?

a) the Windows clipboard

b) the printer

c) a file on the disk

d) a special tab in the Microsoft Project menu

7) Into where can a graphic image from another program be pasted?

a) the graphical portion of a Gantt Chart view

b) a table

c) a form view

d) a task note

8) Which of the following should you watch for when importing information from legacy or non-default file formats into Microsoft Project?

a) an incorrect export map resulting in incorrect import

b) Microsoft Project’s security settings possibly blocking the import

c) an incorrect import map resulting in incorrect import

d) importing from non-Microsoft applications, which is not allowed

9) Can a data map be used more than once?

a) No, a data map can be used just once.

b) A data map can be used several times as long as Microsoft Project is not closed.

c) A data map can be used many times if it is saved.

d) A data map can be used more than once only if it used for importing.

10) For what can a GIF image of a project be useful?

a) adding a visual project plan to other HTML content on a web page

b) sharing project details with stakeholders using a presentation or an email

c) saving all project settings and fields for later editing

d) simultaneous editing of project details with stakeholders that do not have access to Microsoft Project

11) When rendering a Copy Picture image as a GIF file, what is the Microsoft Project default for the file location and name?

a) The file location is the My Documents folder, and the file name is project.gif.

b) The file location is the same as the Microsoft Project file, and the file name is image.gif.

c) There is no set default.

d) The file location and name are the same like the Microsoft Project file but with a GIF extension.

12) When is the Copy Picture feature unavailable?

a) when the Timeline is shown

b) when a form view, such as the Task Form or Relationship Diagram view, is displayed

c) when the Microsoft Project window is not maximized

d) the feature is always available

13) How do you get to the Copy Picture dialog?

a) Select the Task tab and double-click on the Copy button.

b) Select an image, open the Task tab, and click on the Copy button.

c) Open the Task tab, click on the down arrow next to the Copy button, and select the Copy Picture button.

d) Press Ctrl+C.

14) How can you use the Copy Picture feature to display a project’s information in Microsoft Word?

a) It is not possible to import a GIF file created by the Copy Picture feature into Microsoft Word.

b) Use Copy Picture to create a GIF file and import this file to Microsoft Word.

c) Use Copy Picture to render the image for screen or for print in the Windows clipboard and paste it directly into Microsoft Word.

d) Save the Microsoft Project file to a Microsoft Word file format using the “Save as type” feature.

15) The Copy Picture feature can save the image in which format?

a) PNG

b) JPEG

c) GIF

d) any image format that is defined by the specified image file extension

16) How do you configure a Timeline view to show above the Gantt Chart view?

a) The Timeline view always shows above the Gantt Chart view.

b) Click the View tab, and in the Task Views group, select Other Views and select Timeline.

c) Click the View tab, and in the Split View group select the check box next to Timeline.

d) Click the View tab, select Outline, and select Level 2.

17) You have a Timeline view showing above the Gantt chart, but the dates listed for each of the Scene Summary tasks are not completely visible. In order to improve their visibility, which of the following can you do?

a) In the Format tab under the Timeline Tools, in the Show/Hide group, click the down-arrow for the Text

Lines: box and select 2.

b) In the Format tab under the Timeline Tools, select the Date Format button. From the list, select the option that displays the date in Month/Day format.

c) On the Timeline, click the Scene 1 box. Then on the ribbon, in the Current Selection group, click Display as Callout.

d) Expand the Timeline view area vertically.

18) What are the available image options when copying the timeline using the Copy Timeline button?

a) For Presentation

b) For Screen

c) Full Size

d) For E-Mail

19) Where is the Copy Timeline button located?

a) on the Project tab

b) on the Task tab under the Copy button

c) on the View tab

d) on the Format tab under the Timeline Tools

20) Where does the Copy Timeline feature store the timeline image it creates?

a) in a file

b) on the Windows clipboard

c) on the Internet

d) inside the Gantt chart

21) Does Microsoft Project support copy and paste commands?

a) Yes, it supports various copy and paste commands.

b) It supports copy commands but not paste commands.

c) It supports paste commands but not copy commands.

d) It supports neither copy nor paste.

22) Is it possible to copy a resource list from Microsoft Excel to Microsoft Project? If so, how do you do it?

a) No; it is not possible.

b) Yes; make sure the resource list is organized in Microsoft Excel in a vertical column, then copy it and paste into the Resource Names column in Microsoft Project.

c) Yes; copy the screen image of the list in Microsoft Excel, and paste the image into the Resource Sheet view in Microsoft Project.

d) Yes; make sure the resource list is organized in Microsoft Excel in a horizontal row, then copy it and paste into an empty row in the Resource Sheet view in Microsoft Project.

23) What should you watch for when pasting text into Microsoft Project as multiple columns?

a) The text cannot have more than five columns.

b) The order of the information in the source program matches the order of the columns in the Microsoft Project table.

c) The text consists of only letters and whole numbers.

d) The columns in the source program support the same type of data as the columns in Microsoft Project.

24) To which of the following locations can project information be exported?

a) directly to Microsoft Excel

b) a Microsoft Database file

c) Microsoft PowerPoint (as an image)

d) an XML file

25) When saving a Microsoft Project file as an Excel workbook and clicking Save, the \_\_\_\_\_\_\_\_\_\_\_ window appears.

26) When using the Export Wizard to export task information to Excel, which page allows you to select the table that will be used for the export and specify how to map the data from Microsoft Project to the destination fields in the Excel worksheet?

a) Data

b) Map

c) Task Mapping

d) End of Map Definition

27) What should you watch for when creating a Microsoft Project file from a SharePoint list?

a) The SharePoint list must have no more than 10 entries.

b) The SharePoint version must be SharePoint 2013 or SharePoint Server 2013.

c) The SharePoint list must include only letters.

d) The list must be a Task List rather than a simple List.

28) A/an \_\_\_\_\_\_\_\_\_\_\_ specifies the exact data to import and how to structure it.

29) In order to show the entire project, click on the \_\_\_\_\_\_\_\_\_\_\_ button in the Zoom group inside the View tab.

30) You can create a graphic image of a view or part of a view using the \_\_\_\_\_\_\_\_\_\_\_ command.