Knowledge Assessment

Matching

Match the term in column 1 to its description in column 2.

Column 1	Column 2
1. Copy Picture	d. a function used to copy portions of a table rather than copying a graphic image
2. import map	**b.** a set of step-by-step prompts that walks you through opening a different file format in Microsoft Project
3. OLE	f. a protocol that enables you to transfer information to documents in different programs
4. export map	g. also known as an import/export map
5. GIF	i. Graphics Interchange Format, a file format that enables you to save an image for use in other programs
6. Import Wizard	e. a feature that allows you to copy images and create snapshots of a view
7. Copy	a. a set of specifications for moving specific data to Microsoft Project fields
8. Copy Cell	**h.** a file type that enables you to publish Microsoft Project data to the web or an intranet site
9. data map	c. a set of specifications for moving specific data from Microsoft Project fields
10. XML	**j.** a function that allows you to copy data from Microsoft Project and edit it in the destination program

True / False

Circle T if the statement is true or F if the statement is false.

T		**1.** When saving a snapshot as a GIF file, the default location and name recommended by Microsoft Project for saving is the same name and location as the file being copied, except with a .gif extension.
	F	**2.** When moving data from another program into Microsoft Project, Microsoft Project is referred to as the source program.
T		**3.** It is possible to import data from many different sources for use in Microsoft Project.
T		**4.** The Timeline view can be printed directly to a printer.
	F	**5.** Microsoft Project uses a GIF map to specify the exact data to export and how to structure it.
	F	**6.** When you create a data map, it can only be used once.

	F	**7.** When you copy the Timeline view, Microsoft Project allows the timeline to be saved in its original size only.
	F	**8.** When importing or exporting data, Microsoft Project is always the destination program.
	F	**9.** You can use the Paste function in Microsoft Project to paste a graphic image from another program into the graphical portion of a Gantt Chart view.
T		**10.** When you use the Copy Picture function in Microsoft Project, you can specify the range of time that you want to copy.

Competency Assessment

Project 12-1: Displaying Project Information

Several stakeholders of the Tailspin Remote Drone project have asked for an update on the status of the schedule for the Production Planning phase. You need to take a snapshot of the current state of this phase so you can send it to them for review. You have decided that the best way to accomplish this is to set the Outline at a high level, only show that phase with the Summary table, and then copy a picture of the Gantt view.

ONLINE

The *Tailspin Remote Drone 12-1* project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running.

OPEN the *Tailspin Remote Drone 12-1* project schedule from the data files for this lesson.

1. On the View tab, select the **Outline** button. Then select **Outline Level 1**.
2. Click the **expand/collapse** button next to task 42, Production Planning. This will show all subtasks under that summary.
3. On the View tab, select the **Table** button and then select **Summary**.
4. Auto-fit all columns to see all available information and move the center divider to the right of the last column.
5. Click **task 42**, Production planning, and then select the **Task** tab.
6. Click the **Scroll to Task** button.
7. On the Task tab, click the **down arrow** at the right of the Copy button and then select the **Copy Picture** button.
8. In the Copy Picture dialog box, under the *Render image* label, click **To GIF image file**. Name the file *Remote Drone GIF*, using the folder hierarchy as directed by your instructor. Click **OK**.

9. Locate the ***Remote Drone GIF*** file in the location that you saved. Select the image file name and then click **Open**.
10. View the image in your default program for viewing .gif files.
11. **CLOSE** the program you used to display the .gif file.
12. **SAVE** the project schedule as ***Remote Drone Report for GIF*** and then **CLOSE** the file.

    PAUSE. LEAVE Project open to use in the next exercise.

Project 12-2: Creating a Report to Show Critical Tasks

Your manager is traveling on business, but has asked for an update on the critical tasks of the HR Interview Schedule. You need to copy an image from your Project schedule and paste it into a memo to send to your manager.

ONLINE

The ***HR Interview Schedule 12-2*** and ***Memo to Manager 12-2*** project schedules are available on the book companion website.

GET READY. OPEN the ***HR Interview Schedule 12-2*** project schedule from the data files for this lesson. **START** Microsoft Word or WordPad, and then locate and **OPEN** the document named ***Memo to Manager 12-2*** from the data files for this lesson.

1. Make sure Microsoft Project is in the active view. On the ribbon, click the **Format** tab. In the Bar Styles group, select the **Critical Tasks** check box.
2. On the ribbon, click the **View** tab and then click the **Filter** box. Select **Critical**.
3. In the Zoom group, click **Entire Project**.
4. Click the **Task** tab, click **Copy**, and then select the **Copy Picture** button.
5. Under the *Render* image label, select **For screen**, if necessary, and then click **OK**.
6. Switch the view to Microsoft Word or WordPad.
7. In the ***Memo to Manager 12-2*** document, highlight the phrase "INSERT IMAGE HERE".
8. Paste the snapshot into the ***Memo to Manager 12-2*** document. If you are using WordPad, you might need to resize the image (by dragging the handles on the image sides and/or corners) so that it will fit within the memo area.
9. **SAVE** the document as ***Memo to Manager***. **CLOSE** the document.
10. **SAVE** the project schedule as ***HR Interview Critical*** and then **CLOSE** the file.

    PAUSE. LEAVE Project open to use in the next exercise.

Proficiency Assessment

Project 12-3: Preparing an Actual Cost Report

You have been asked to prepare a schedule of costs for your project. You have worked with several co-workers in accounting to get a general idea of how detailed the information needs to be, and the accounting department has requested that this information be provided to them in Microsoft Excel. Now you need to export this information from Microsoft Project.

ONLINE

The *Tailspin Remote Drone 12-3* project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running.

OPEN the *Tailspin Remote Drone 12-3* project schedule from the data files for this lesson.

1. Activate the Task Sheet view and display the Cost table.
2. Hide the **Fixed Cost** and **Fixed Cost Accrual** columns and display the **Project Summary Task**.
3. Save the file as *Remote Drone Video Costs to Date*. Save the file as an **Excel Workbook** in the same location as the data files for this lesson.
4. Using the Export Wizard, select the following:
    o Data: **Selected Data**
    o Map: **New map**
    o Map Options: **Tasks, Export includes headers**
    o Task Mapping: **Base the export on the Cost Table**
5. Finish the Export Wizard. If you receive a Microsoft Project message regarding older file formats, click **Yes**.
6. Open Microsoft Excel and verify that the information was exported in the proper format. Format the Excel file as needed.
7. **SAVE** and **CLOSE** the Excel file.
8. **SAVE** the new project schedule as *Remote Drone Actual Costs* and leave the file **OPEN** for the next exercise.

    PAUSE. LEAVE Project open to use in the next exercise.

Project 12-4: Creating an Illustration for an Internship Report

An intern who has been working with you on the Tailspin Remote Drone project is writing a report to turn in to the Internship office at her university. She has asked if you could provide a snapshot of the Production Planning and Marketing phases of the project schedule to use as an illustration in her report.

GET READY. USE the project schedule you created in the previous exercise.

1. Display the Gantt Chart view.
2. Use the Outline feature to only show details of the Production Planning and Marketing phases.
3. Zoom the view to show Production Planning and Marketing phases.
4. Expand each of these phases to show the detailed activities.
5. Click and drag your cursor to select tasks 42 through 54.
6. Copy the picture using these options:
   - For screen
   - Selected rows
   - As shown on screen
7. Switch your view to Microsoft Word or WordPad.
8. Paste the image into the open blank document.
9. **SAVE** the Word document as ***Remote Drone Production and Marketing*** and then **CLOSE** Word or WordPad.
10. **SAVE** the updated project file as ***Remote Drone Production and Marketing* Outline** and then **CLOSE** the file.

   PAUSE. LEAVE Project open to use in the next exercise.

Mastery Assessment

Project 12-5: Building a Resource List

You are assembling a resource list for several upcoming projects at Tailspin Toys. Because there are several people who will use this resource list for different purposes, you want to build this list in an Excel file for ease of use by everyone.

GET READY. START Microsoft Excel and **OPEN** a new workbook, if necessary.

1. Enter the following data into the Microsoft Excel worksheet, using column names. You may use the column names provided, or substitute a column name that you think more closely corresponds with the column names in Microsoft Project.

Name	Initials	Rate
Mary Baker	MB	18.50/hr
Ryan Calafato	RC	20.00/hr
John Frum	JF	1000/wk
Arlene Huff	AH	25.00/hr
Linda Martin	LM	2000/wk
Merav Netz	MN	18.50/hr
John Peoples	JP	20.00/hr
Ivo Salmre	IS	1500/wk
Tony Wang	TW	19.00/hr

2. Double-click on the sheet tab named Sheet 1.
3. Rename the worksheet *Resources*.
4. **SAVE** the file as *General Resources List*. If you are using Excel 2013, set the file type as Microsoft Excel 97–2003 Workbook.
5. **CLOSE** the file and then **CLOSE** Microsoft Excel.

   PAUSE. Continue to the next exercise.

Project 12-6: Creating a General Resource Project Schedule

Now that you have developed and distributed a general resource list, you would like to import it into Microsoft Project so that you can begin to use it on your own projects.

GET READY. START Microsoft Project if it is not already running.

1. Locate the file location for the *General Resources List* Microsoft Excel workbook you created in the previous exercise.
2. Change the search for file parameter at the right of the Open dialog box to "All Files."
3. Select the *General Resources List* file you created earlier.
4. Using the Import Wizard, create a new map, as a new project, to map resource information.
5. Map the data using the sheet named Resources, and then verify or edit the mapping that Microsoft Project suggests. (*Hint*: You will have to map "Rate" in the Excel file to the proper resource database equivalent file name of Standard Rate.)
6. Finish the mapping without saving the map.
7. In the new project schedule that is generated, change the view to the Resource Sheet.
8. **SAVE** the project schedule as *Imported General Resources List* and then **CLOSE** the file.

   CLOSE Project.