



70-632

(TS: Microsoft Office Project 2007, Managing Projects)

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Question: 1

You open Project to create a new project for your Company regarding event planning and execution. You want to use the Project Guide task pane to help you initiate the project. However, when you right-click the Standard toolbar, Project Guide is not available. How can you enable the Project Guide? (Choose all that apply.)

- A. Choose Turn On Project Guide from the View menu.
- B. Change the view from Gantt Chart to Calendar. Because the Gantt Chart is so large there is no room for the Project Guide task pane.
- C. From the Insert menu, choose Turn On Project Guide.
- D. Select the Enable Display Project Guide check box on the Interface tab in the Options dialog box.

Answer: A, D

Question: 2

You are working for Company com. Before an important project meeting, your manager let you display the WBS codes that you have not customized at once. How to display the WBS codes as fast as possible?

- A. Input the WBS code as part of the task names.
- B. Change project options to show the outline number.
- C. Update the ID field in a task table you are using.
- D. Insert the Unique ID field in a task table you are using.

Answer: B

Question: 3

You are working for Company com. You document project management procedures and create specialized project management process template. What should you do first to apply the process in the context of Office Project Standard 2007?

- A. Create a Project Guide.
- B. Open the Task Drivers pane.
- C. Open the Hyperlinks column.
- D. Open the Microsoft Office Web site.

Answer: A

Question: 4

John is in charge of putting together the company's presence at the 2008 electronics industry tradeshow. It's the first time his Company will be involved in a tradeshow. He does not want to start a new project and have to input common tasks like reviewing tradeshow fees, obtaining sponsor approval,

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and determining payment options, among other things. Which of the following can he use to get started? (Choose all that apply.)

- A. Use an existing tradeshow project on his company's server.
- B. Use the Project template Tradeshow Planning, Execution, and Wrap-Up.
- C. Access Microsoft Office Online and look for an appropriate template there.
- D. Use the Project Guide task pane to initiate the project and type the start date.

Answer: B, C

Question: 5

You are working for Company com. You use a project plan created by Mike as an sample of how to create a project in Office Project Standard 2007. But you do not want Mike's name to be associated with your project plan. How should you do?

- A. Decrease the macro security level.
- B. Remove the Mike's name from the program options.
- C. Delete the Mike resource from the resource pool.
- D. In the file properties, turn on the removal of information option

Answer: D

Question: 6

You are working for Company com. You manage a project schedule in Office Project Standard 2007. You need to create 50 new tasks. You enter 5 in the Duration field to set each task has 5 days duration. You receive a message about an alternative method of setting the task duration every third task you create. What are two possible actions to prevent the message from showing again? (Choose two)

- A. Create a new Project Guide.
- B. Choose Don't tell me about this again in the message box.
- C. Disable the feature that provides advice about scheduling in the general program options.
- D. Disable the feature that provides advice about using Project in the general program options.

Answer: B, D

Question: 7

You are in charge of setting up a project for internal readiness training for getting employees trained on using the new phone system you plan to install in three weeks. Your boss suggests you use the Project template named "Internal Readiness Training." How do you access this template?

- A. Click File, choose New, and from the New Project task pane, click On Computer Click the Project Templates tab and select the Internal Readiness Training template.

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- B. On the Project Guide toolbar, click Resources, and from the Project Guide task pane, click Specify Template. Click the Project Templates tab and select Internal Readiness Training.
- C. From the Project menu, choose Project Information. In the Project Information dialog box, select the template to use.
- D. Click File, choose New, and from the New Project task pane, click Blank Project. Import the Internal Readiness Training template.

Answer: A

Question: 8

You are working for Company com. In Office Project Standard 2007, you create a new task and assign a resource to it. The default amount of work is 7 hours. How to change the calendar options to set the default amount of work to 8 hours?

- A. Change the hours per day to 7.
- B. Change the hours per day to 8.
- C. Change the days per month to 20.
- D. Change the default start time to 8:00 A.M. and the default end time to 4:00 P.M.

Answer: B

Question: 9

You are working for Company com. You track the performance of a project by updating the completion percentage of the tasks. The actual cost of work performed for all tasks is \$0.00. The project has a baseline and all values have been calculated. What should you do first to ensure that the ACWP shows data other than \$0.00?

- A. Enter standard resource rates < zero.
- B. Enter standard resource rates > zero.
- C. Select the Manual calculation mode, and then perform a calculation.
- D. Select the Physical % Complete option for earned value purposes.

Answer: B

Question: 10

Which would you select to create a new project with total control so that you can enter every task, resource, and assignment yourself?

- A. A template from Office Online
- B. An existing project
- C. Any project under the Project Templates tab in the Templates dialog box
- D. A blank project

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Answer: D

Question: 11

You are working for Company com.You create tasks in a project plan. Each task has an estimated duration.How make sure that no task in this project plan has a "?" in its Duration field?

- A. Enable the option to show that tasks have estimated durations.
- B. Disable the option to show that tasks have estimated durations..
- C. Create a new project plan based on a template that does not have estimated durations.
- D. Re-enter the same durations so the question marks representing the estimates disappear.

Answer: B

Question: 12

You are working for Company com.You create a project schedule in Office Project Standard 2007. You edit one of your resources calendar to block out his vacation days. Resource's task can be performed only on certain days, and you create a calendar indicating those days. How to configure the calendars for this resources assignments?

- A. Configure to assign the new calendar to the task.
- B. Create a vacation exception on the project calendar.
- C. Modify the resource calendar to match the task calendar.
- D. Change the resource calendar to override the task calendar.

Answer: A

Question: 13

You need to print a Gantt Chart to show your boss how much you've achieved over the last month in relation to your project's timeline. However, each time you print the Gantt Chart, you do not get the desired results. You want the chart to fit on one page, in Landscape view, and with the results only from the last month showing. What do you do?

- A. Format the Timescale as Days. Before printing the document, select the dates you want to print in the Timescale options in the Print dialog box. Use the printer's advanced properties to select Landscape view.
- B. Format the Timescale as Years. Before printing the document, select the dates in the Timescale options in the Print dialog box. Use the printer's advanced properties to select Landscape view.
- C. Format the Timescale as Months. Print the document using Landscape view using your printer's properties page. Project's Print feature will make the Gantt Chart fit on the printed page by default.
- D. Adjust the zoom level of the displayed Gantt Chart to display the date range you want to print all in your window. Before printing the document, select the dates in the Timescale options in the Print dialog box. Use the printer's advanced properties to select Landscape view.

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Answer: D

Question: 14

You are working for Company com. Your team members are working on three tasks in your Office Project Standard 2007 schedule at the same time. Each task is represented by a summary task and some related subtasks. How to track how close the forecast completion dates of these deliverables are to their target dates?

- A. Indicate the summary tasks as milestones.
- B. Configure a deadline on the last subtask of each deliverable.
- C. Modify the summary tasks into milestones.
- D. Ensure earned value is calculated by physical percentage of completion.

Answer: B

Question: 15

You are working for Company com. You track a project in Office Project Standard 2007. What is the late finish of Task 4?

- A. By the end of Week 1.
- B. By the end of Week 2.
- C. By the end of Week 3.
- D. By the end of Week 4.

Answer: C

Question: 16

You need to print a network diagram of your entire project. Unfortunately, each time you click Print and accept the default settings from the Print dialog box, the data you want to print doesn't print on a single page. How can you solve this problem?

- A. Modify the print settings in the Print dialog box.
- B. Modify the zoom level on the Network Diagram to match the size at which the diagram will print.
- C. Modify the Network Diagram legend in the Project Information dialog box.
- D. Turn off the Project Guide task pane, and then print with the Print dialog box defaults.

Answer: A

Question: 17

You are working for Company com. You manage project schedules in Office Project Standard 2007, which follow standard project lifecycle phases. How to display all tasks of all projects by phase?

- A. Create a summary task for each phase, and then display all tasks.
- B. Use the plan template with the standard project lifecycle phases as summary tasks for all projects.
- C. Assign resources to summary tasks that represent phases, and then display all tasks.
- D. In a master project including all projects, create a custom task text field with a value for each phase, associate all tasks with one of the values, and then group all tasks by this field.

Answer: D

Question: 18

You are working for Company com. You manage a project organized by WBS codes in Office Project Standard 2007. Your accountant wants to break down and group costs in a different manner. How to provide the accountant with a different code that will meet her requirement?

- A. Instruct her to use the Cost Performance Index.
- B. Instruct her to use an Outline code with a mask for cost data.
- C. Instruct her to create a duplicate file that has the WBS set up according to cost code.
- D. Differentiate between cost items and work items by using a project-specific prefix.

Answer: B

Question: 19

You need to create a new task with a duration of seven days. Your current project file is configured to use the Standard calendar. What is the correct way to input the task and set the duration to seven days?

- A. Create the task in the Entry Table and set the duration to one week.
- B. Create the task in the Gantt Chart by right-clicking and selecting New Task. Set the duration to seven days.
- C. Create the task in the Entry table and set the Duration field to seven days.
- D. Create the task in the Entry Table and set the Duration field to one week.

Answer: C

Question: 20

You are working for Company com. You have a consolidated project that links to subprojects. How to add a new task to one of the subprojects from within the consolidated project file?

- A. Insert the new task directly from the subproject.
- B. Insert the new task into the subproject after expanding the subproject
- C. Select the project summary task of the subproject, and then insert the new task.
- D. Insert the new task in the consolidated project, and then insert links to the new task.

Answer: B

Question: 21

You are working on a schedule in Office Project Standard 2007. There is one start-to-start dependency from Task A to Task B, and an As Soon As Possible constraint on Task B. You need to make Task B start two days later than it currently does. What should you do?

- A. Add 2 days to the lag on the dependency.
- B. Subtract 2 days from the lag on the dependency.
- C. Change the dependency to finish-to-start with 2 days lag.
- D. Change the dependency to finish-to-finish with -2 days lag.

Answer: A

Question: 22

You previously created a new task with a duration of 5 days, but after much thought you decide you need to change the duration to 10 days, as well as change the calendar type, and add notes to the task with your reasons for extending it. The notes you write will help determine acceptance criteria for the task. Which of the following do you do to make all of these changes? (Choose all that apply.)

- A. Using the Entry Table, double-click the task you want to change, and in the Task Information dialog box, make the desired changes.
- B. Double-click the bar for the task in the Gantt Chart, and in the Task Information dialog box, make the desired changes.
- C. Using the Entry Table, right-click the task you want to change, choose Task Information, and in the Task Information dialog box make the desired changes.
- D. Select the task in the Entry Table and use the key combination Shift+F2 to open the Task Information dialog box and make the desired changes.

Answer: A, C, D

Question: 23

You are working for a project using Microsoft Project 2007, which has strict deadlines. You are concerned that a task will impact the project's completion date. What should you do?

- A. Add the Critical Path Method (CPM) to the project.
- B. Filter the project tasks to show only those on the critical path.
- C. Filter the project tasks to show only those with zero free slack.
- D. Configure the project options to show the calculation of free slack.

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Answer: D

Question: 24

You are working for a project using Microsoft Project 2007. You are concerned that a task will impact the project's completion date. What should you do?

- A. You should include the task in the project's critical path.
- B. You should include the task in the project's float.
- C. You should include the task in the project's slack.
- D. You should include the task in the project's budget.

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Answer: A

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