

1) MS Project is a full-service project management process software.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 329

Topic: Q1

Skill: RECALL

2) MS Project is best describes as a spreadsheet product.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 329

Topic: Q1

Skill: RECALL

3) Project provides a variety of screens to capture the full picture of the project.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 329

Topic: Q1

Skill: RECALL

4) It is not difficult to show all aspects of a project in a single screen.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 329

Topic: Q1

Skill: RECALL

5) The resource view shows all the tasks associated with a project and how long they are expected to last.

a. True

b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 330

Topic: Q1

Skill: RECALL

6) You can create subtasks within the tasks of a project.

a. True

b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 332

Topic: Q2

Skill: RECALL

7) You need to create dependencies when one task can not be completed until another task has been completed.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 332

Topic: Q2

Skill: RECALL

8) Dependent tasks are either predecessors or successors.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 332

Topic: Q2

Skill: RECALL

9) Dependencies are reflected in the Gantt chart screen.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 332

Topic: Q2

Skill: RECALL

10) The resource sheet allows you to enter people that will be working on a project to the project.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 334

Topic: Q3

Skill: RECALL

11) Resources cannot be added to the tasks shown in the Gantt chart.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 335

Topic: Q3

Skill: RECALL

12) The resource usage view would allow a project manager to better control resources like overtime.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 337

Topic: Q3

Skill: RECALL

13) MS Project allows a project manager to control resources.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 334

Topic: Q3

Skill: RECALL

14) MS Project allows a project manager to create tasks.

a. True

b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 331

Topic: Q2

Skill: RECALL

15) A Tracking Gantt allows a project manager to track the progress of a project against a baseline.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 330

Topic: Q2

Skill: RECALL

16) MS Project is best described as a \_\_\_\_\_ product.

- a. spreadsheet
- b. database
- c. presentation
- d. scheduling
- e. calendar

Answer: b

Diff: 1

Type: MC

Page Reference: 329

Topic: Q1

Skill: RECALL

17) MS Project stores information about

- a. budgets, resources, and employee SIN's.
- b. resources, tasks, and customer buying history.
- c. tasks, resources, and work contracts.
- d. schedules, emails, and budgets.
- e. budgets, resources, and tasks.

Answer: e

Diff: 2

Type: MC

Page Reference: 329

Topic: Q1

Skill: RECALL

18) The default view of MS Project is the

- a. resource sheet.
- b. tasks view.
- c. budgets view.
- d. resource usage view.
- e. Gantt chart view.

Answer: e

Diff: 2

Type: MC

Page Reference: 329

Topic: Q1

Skill: RECALL

19) When you create subtasks the tasks associated with those subtasks automatically get the

- a. the duration of the longest subtask
- b. the dependencies of the subtasks
- c. the total of the subtasks' durations
- d. the subtasks ancestors
- e. the predecessors of the subtasks

Answer: a

Diff: 3

Type: MC

Page Reference: 332

Topic: Q2

Skill: RECALL

20) The \_\_\_\_\_ is located on the far left hand side of the screen.

- a. quick navigator
- b. resource sheet

- c. project window
- d. navigator
- e. project navigator

Answer: a

Diff: 2

Type: MC

Page Reference: 334

Topic: Q3

Skill: RECALL

21) MS Project is a full-service project management software because it focuses on

- a. organizing tasks.
- b. providing access to project documentation.
- c. managing schedules.
- d. tracking employee hours.
- e. providing support for the project management process.

Answer: e

Diff: 3

Type: MC

Page Reference: 329

Topic: Q1

Skill: APPLIED

22) In the Gantt chart the arrows that point to the bars indicate

- a. incomplete tasks.
- b. activities.
- c. resources.
- d. dependencies between activities.
- e. complete tasks.

Answer: d

Diff: 2

Type: MC

Page Reference: 330

Topic: Q1

Skill: RECALL

23) In the resource view you see \_\_\_\_\_ available to the project

- a. people
- b. equipment
- c. information technology
- d. money
- e. facilities

Answer: a

Diff: 2

Type: MC

Page Reference: 330

Topic: Q1

Skill: RECALL

24) The resource usage view allows the project manager to check

- a. projected versus actual costs.
- b. time to completion.
- c. all of the tasks.
- d. all of the sub-tasks.
- e. expected work date and hours for an employee.

Answer: e

Diff: 2

Type: MC

Page Reference: 330

Topic: Q1

Skill: RECALL

25) All project management begins with

- a. an annual budget.
- b. an understanding of project management.
- c. an understanding of the scheduling application.

- d. an understanding of the tasks that need to be accomplished.
- e. availability of resources.

Answer: d

Diff: 2

Type: MC

Page Reference: 331

Topic: Q2

Skill: RECALL

26) Subtasks are created and undone using the \_\_\_\_\_ keys.

- a. ctrl
- b. arrow
- c. alt
- d. tab
- e. shift

Answer: d

Diff: 2

Type: MC

Page Reference: 332

Topic: Q2

Skill: RECALL

27) A predecessor is a

- a. task that must happen at the same time as another task.
- b. resource that must be used before another resource.
- c. task that must happen before another task.
- d. task that must happen after another task.
- e. view in MS Project.

Answer: c

Diff: 1

Type: MC

Page Reference: 332

Topic: Q2

Skill: RECALL

28) Dependencies are crucial for

- a. scheduling tasks.
- b. creating predecessors.
- c. creating successors.
- d. creating meaningful schedules.
- e. scheduling resources.

Answer: e

Diff: 2

Type: MC

Page Reference: 330

Topic: Q1

Skill: APPLIED

29) The data entry in the resource sheet is the same as for the

- a. calendar.
- b. resource usage sheet.
- c. tracking Gantt chart.
- d. task usage sheet.
- e. Gantt chart.

Answer: e

Diff: 2

Type: MC

Page Reference: 334

Topic: Q3

Skill: RECALL

30) MS Project is a full-service project management process software.

Diff: 1

Type: FIB

Page Reference: 329

Topic: Q1

Skill: RECALL

31) MS Project is best described as a(n) database product.

Diff: 2

Type: FIB

Page Reference: 329

Topic: Q1

Skill: RECALL

32) It is difficult to show all the aspects of a project in a single screen.

Diff: 2

Type: FIB

Page Reference: 329

Topic: Q1

Skill: RECALL

33) Dependency happens when some tasks cannot be completed until other tasks are completed.

Diff: 3

Type: FIB

Page Reference: 332

Topic: Q2

Skill: RECALL

34) Dependencies are reflected in the Gantt chart screen.

Diff: 2

Type: FIB

Page Reference: 333

Topic: Q2

Skill: RECALL

35) MS Project allows a project manager to control resources.

Diff: 2

Type: FIB

Page Reference: 334

Topic: Q3

Skill: RECALL

36) All project management begins with an understanding of the tasks that need to be accomplished.

Diff: 2

Type: FIB

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Topic: Q2  
Skill: RECALL

37) MS Project is a sophisticated relational database that stores information about tasks, resources, schedules, baselines, and budgets.

Diff: 2

Type: FIB

Page Reference: 331

Topic: Q1

Skill: RECALL

38) Task duration times are based on the time needs of subtasks.

Diff: 3

Type: FIB

Page Reference: 331

Topic: Q2

Skill: RECALL

39) The resource usage view shows how active each of your project members will be over the course of the project.

Diff: 2

Type: FIB

Page Reference: 335

Topic: Q3

Skill: RECALL

40) Why is MS Project considered a full-service product?

Answer:

It provides strong support for the project management process. It has a large number of tools to manage projects and is able to store and show information about tasks, resources, schedules, baselines, and budgets. It also has screens that focus on one or two specific aspects of projects at a time.

Diff: 3

Type: ES

Page Reference: 329

Topic: Q1

Skill: RECALL

41) What is the advantage of using a Gantt chart?

Answer:

A Gantt chart lists all the tasks associated with projects along with the sub tasks associated with each task. It includes task durations and a calendar of tasks based on the duration of the sub tasks and the resources used in the sub tasks. A Gantt chart allows one to see the tasks that are happening and how much further the project has to go before completion.

Diff: 3

Type: ES

Page Reference: 330

Topic: Q1

Skill: APPLIED

42) What is a dependency between two tasks?

Answer:

Dependency happens when one task can not be completed until other tasks are completed. One task becomes a predecessor and the other the successor.

Diff: 3

Type: ES

Page Reference: 330

Topic: Q1

Skill: RECALL