

Pretest

What You Should Know Before Taking Project Level 2

To get the most out of this class, you should have knowledge of the Microsoft Project program. The following questions are a self-evaluation, which should help determine if you are ready for the class or should take a Project Level 1 class, or in some other way learn the basic information required. You should know at least 12 of the 15 questions.

| Question | Answer |
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| 1. Project uses a calendar to schedule tasks if no resources are assigned. Which command is used to modify the calendar? Which command is used to assign a different calendar? | |
| 2. How do you display the start and finish dates of a project? | |
| 3. If you are using the Gantt view but cannot see a Gantt bar for a task, what can you do? | |
| 4. Which command is used to show the outline numbers? | |
| 5. What do each of the following durations mean? 1h, 1d, 1w, 1m, 1mo, 1ew. | |
| 6. How is a milestone entered? | |
| 7. What makes a task a summary task? If a summary task is deleted, what happens to its subtasks? | |
| 8. If you link two tasks using the Edit, Link Tasks command, what kind of relationship is created? What other relationship definitions are available? | |
| 9. The task "Mail Taxes" must be completed by April 15. How is this date associated with the task? | |
| 10. What is a critical path? How can tasks on the critical path be identified? | |
| 11. What is a filter? How is a filter applied? How is a filter cleared? How do you create a custom filter? | |
| 12. What is a table? How do you display a table? How do you create a new, custom table? | |
| 13. What is a view? How do you choose a different view? How do you create a new, custom view? | |
| 14. What is a baseline? How do you create a baseline? Which view shows both the baseline schedule and the current schedule? | |
| 15. How are tables, views, toolbars, and calendars copied between projects? | |

Answer Sheet

1. The command Tools, Change Working Time is used to access and modify the calendar. To assign a different calendar, use Project, Project Information and select Calendar.
2. Use Project, Project Information to display the start and finish dates of a project.
3. To display a Gantt bar for a task, select the task and click the Go To Selected Task tool. You can also use the Edit, Go To command or the F5 key.
4. To show outline numbers, use Tools, Options and select the View tab.
5. 1 hour, 1 day, 1 week, 1 minute, 1 month and 1 elapsed week.
6. A milestone is entered as a task with a duration of zero. A task also may be marked as a milestone using Project, Task Information command and choosing the Advanced tab.
7. A summary task is created by demoting or indenting tasks under it. The resulting subtasks define the summary task in terms of start and finish dates, duration etc. Deleting or moving a summary task deletes or moves its subtasks too.
8. A Finish to Start relationship is created using the Edit, Link Tasks command or the Link Tasks tool. The other relationships are Start to Start, Finish to Finish, and Start to Finish.
9. A constraint should be defined for the task. Use Project, Task Information, and choose the Advanced tab. Choose Finish No Later Than and enter the date.
10. Critical path shows the series of tasks that must be completed on schedule for a project to finish on schedule. Critical tasks are identified using the Critical Filter or by formatting the Gantt chart to display critical tasks differently.
11. A filter is used to display a defined subset of information. Filters are applied using either the Project, Filtered for command or the Filter tool on the Formatting Toolbar. Filters are cleared by applying the All Tasks filter. Custom filters are created using the Project, Filtered for command and then selecting More Filters and choosing the New button.
12. A table is a set of columns (fields) in a sheet view showing information about tasks or resources. Project supplies a set of tables. Use View, Tables, More Tables to see the list. Use the New button on the More Tables dialog box to create a new table.
13. A view is a display of project data. A view includes a table, a filter, and formatting. Views are selected from the View menu or from View, More Views. Views can also be switched using the View Bar. New, custom views are created using View, More Views, and selecting the New button.
14. A baseline is a record of the original plan. It is saved using the Tools, Tracking, Save Baseline command. The Tracking Gantt view shows both the baseline and the current schedule.
15. Tables, views, toolbars, and calendars are copied using the Organizer. Access to the Organizer is through the Tools, Organizer command.