# MICROSOFT PROJECT 2007 / MS PROJECT 2010

**NOVEMBER 2013 EXAMINATION**

**DATE:** 11 NOVEMBER 2013  
**TIME:** 14H00 – 16H00  
**TOTAL:** 100 MARKS  
**DURATION:** 2 HOURS  
**PASS MARK:** 40%

**(OK-90 / LQ-12 / LQ-13)**

**MICROSOFT PROJECT 2007 / MS PROJECT 2010**

**THIS EXAMINATION PAPER CONSISTS OF 4 SECTIONS:**

**SECTION A:** CONSISTS OF:
- (i) 10 MULTIPLE-CHOICE QUESTIONS (10 MARKS)
- (ii) 5 TRUE OR FALSE QUESTIONS (10 MARKS)
- (iii) 10 MATCHING-STATEMENT QUESTIONS (10 MARKS)

**SECTION B:** CONSISTS OF 10 SHORT QUESTIONS

**SECTION C:** CONSISTS OF 5 LONG ANSWER QUESTIONS

**SECTION D:** CONSISTS OF 2 INTERPRETATIVE QUESTIONS

**INSTRUCTIONS:**

1. Read the following instructions carefully before answering the paper, as failure to act upon them will result in a loss of marks.
2. Write your answers in your answer book, which is provided in the exam.
3. Ensure that your name and student number are clearly indicated on your answer book.
4. Write your answers in either blue or black ink in your answer book.
5. Read each question very carefully before you answer it and number your answers exactly as the questions are numbered.
6. Begin with the question for which you think you will get the best marks.
7. Note the mark allocations for each question – give enough facts to earn the marks allocated. Don't waste time by giving more information than required.
8. You are welcome to use diagrams to illustrate your answers.
9. Please write neatly – we cannot mark illegible handwriting.
10. Any student caught cheating will have his or her examination paper and notes confiscated. The College will take disciplinary measures to protect the integrity of these examinations.
11. If there is something wrong with or missing from your exam paper or your answer book, please inform your invigilator immediately. If you do not inform your invigilator about a problem, the College will not be able to rectify it afterwards, and your marks cannot be adjusted to allow for the problem.
12. This paper may be removed from the examination hall after the examination has taken place.
(i) MULTIPLE-CHOICE QUESTIONS

Choose the correct option for each of the following. Write only the question number and your chosen answer. For instance, if you think that the correct answer for number 1 is (a), then write it as 1. (a).

1. Which one of the following corrects over allocations of resources?
   (a) levelling
   (b) reallocating
   (c) fast tracking
   (d) slacking

2. Which one of the following is a version of the project plan from which you will track actual progress?
   (a) progress bar
   (b) timeline
   (c) benchmark
   (d) baseline

3. What is the name of the diagram displayed in the following figure?
   (a) project calendar
   (b) network diagram
   (c) Gantt chart
   (d) schedule graphic

4. Which key do you use in MS project to move the active cell down one row in the same column?
   (a) Ctrl
   (b) Alt
   (c) Shift
   (d) Enter
5. What type of task dependency is depicted by the following diagram?

(a) Finish to Finish
(b) Finish to Start
(c) Start to Finish
(d) Start to Start

6. What is depicted by the shading in the following diagram?

(a) lag time
(b) lead time
(c) slack
(d) slippage

7. Which of the following is the default constraint in a project scheduled from the start date?

(a) as soon as possible
(b) as late as possible
(c) must start on
(d) must finish on

8. Which duration will cause MS-Project to display the task as a milestone?

(a) 0
(b) 1
(c) 2
(d) 3

9. In which phase of the project management process does a project manager draw up the project schedule?

(a) initiation
(b) planning
(c) execution, monitoring and controlling
(d) closing
10. What kind of diagram is the following?

(a) Schedule Graphic
(b) Calendar
(c) Gantt Chart
(d) Network Diagram

(ii) TRUE OR FALSE QUESTIONS

Indicate whether the following statements are True or False. Motivate all your answers.

1. A computer must be installed before application software can be installed. The relationship between these two tasks is an example of a Finish-to-Start task dependency type.

2. As soon as you start installing hardware, you can start documenting serial numbers. The relationships between these two tasks is an example of a Finish-to-Finish task dependency type.

3. A computer backup must be finished before the shutdown of the system is completed. The relationship between these two tasks is an example of a Start-to-Start task dependency type.

4. In the event of a power interruption, the Uninterruptible Power Supply must start before the operator can start shutting down the system in an orderly fashion. The relationship between these two tasks is an example of a Finish-to-Start task dependency type.

5. If any tasks on the critical path take longer than planned, the project completion date will slip unless corrective action is taken.

[5 × 2 = 10]
(iii) **MATCHING-STATEMENT QUESTIONS**

Match the statements in Column B to the terms in Column A. Write down the answers only, for example 1. (a).

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. constraint</td>
<td>(a) the most common type of task dependency</td>
</tr>
<tr>
<td>2. duration</td>
<td>(b) this is displayed in the Gantt chart with a down pointing arrow</td>
</tr>
<tr>
<td>3. summary task</td>
<td>(c) the task must be scheduled to start on the specified date or earlier</td>
</tr>
<tr>
<td>4. finish to start</td>
<td>(d) a project plan file that can be re-used for other projects</td>
</tr>
<tr>
<td>5. deadline</td>
<td>(e) these descriptions can be used to keep track of project deliverables</td>
</tr>
<tr>
<td>6. start no later than</td>
<td>(f) a task that is represented by black bars with triangular end points</td>
</tr>
<tr>
<td>7. project plan template</td>
<td>(g) a condition or limitation placed on a start or finish date of a task</td>
</tr>
<tr>
<td>8. notes</td>
<td>(h) the task must be scheduled to start on the specified date or later</td>
</tr>
<tr>
<td>9. start no earlier than</td>
<td>(i) the original version of the project</td>
</tr>
<tr>
<td>10. baseline</td>
<td>(j) the amount of time required to complete a task</td>
</tr>
</tbody>
</table>
SECTION B: SHORT QUESTIONS (10 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1
By what file extension do we recognise a Microsoft Project Plan file? [1]

QUESTION 2
In which view of Microsoft Project can we see the tasks and task information in a sheet, and a chart showing baseline and scheduled Gantt bars for each task? [1]

QUESTION 3
What do we call a location in a sheet, form or chart that contains specific information about a task, a resource, or an assignment? [1]

QUESTION 4
What do we call the process of transferring data from one application (such as MS Excel) to another application (such as MS Project)? [1]

QUESTION 5
In what MS Project view do we see thick lines representing the progress of each task in the project? [1]

QUESTION 6
Which table allows you to check if your project is on track? [1]

QUESTION 7
Which dialogue box do you use to embed a file into your project plan? [1]

QUESTION 8
Which dialogue box do you use to edit an existing hyperlink? [1]

QUESTION 9
What do we call a delay between two dependent tasks? [1]

QUESTION 10
What do we call the overlap between two dependent tasks? [1]
SECTION C: LONG ANSWER QUESTIONS

(35 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1

Complete the steps below describing the procedure that you would use to create a new blank project using MS-Project 2007 OR MS-Project 2010. Indicate which version of the software you are describing, by repeating the heading given below:

Create a new blank project plan (Microsoft Project 2007):
Choose the ___(a)___ menu.
Select the ___(b)___ submenu.
Click on ___(c)___ project.
To enter the start date of your project, open the ___(d)___ dialogue box.
Using the ___(e)___ drop-down box, enter the start date from the calendar and click OK.
Save the file by choosing one of three options:
• Choose the ___(f)___ menu and select Save As.
• On the standard toolbar click ___(g)___.
• On the keyboard, press ___(h)___.
In the ___(i)___ text box type the desired name for the file.
Click ___(j)___.

Create a new blank project plan (MS-Project 2010):
On the ribbon choose the ___(a)___ menu.
Select the ___(b)___ submenu.
In the available Templates section double-click on ___(c)___ project.
To enter the start date of your project, open the ___(d)___ dialogue box.
Using the ___(e)___ drop-down box, select your start date from the calendar and click OK.
Save the file by choosing one of three options:
• Choose the ___(f)___ menu and select Save As.
• On the quick access toolbar click ___(g)___.
• On the keyboard, press ___(h)___.
In the ___(i)___ text box type the desired name for the file.
Click ___(j)___.

[10]
QUESTION 2

Complete the steps below describing the procedure you would use to create an Excel-based visual report template using an existing visual report.

Display the Visual Reports – (a) dialogue box.
Select the desired report, with specific settings and click (b).
Customise the Excel workbook to suit your needs.
To save the report click the Microsoft Office button and choose (c).
In the Save As dialogue box, using the Save as Type drop-down list, save the report as a template by selecting (d) (*.xltx).
Enter the desired name for the template.
If necessary navigate to a different location.
Click Save. [4]

QUESTION 3

Complete the steps below describing the procedure you would use to set an interim plan using MS-Project 2007 OR MS-Project 2010. Indicate which version of the software you are describing, by repeating the heading given below.

Set an interim plan (Microsoft Project 2007):
Open the project plan for which the baseline data has been set.
Display the (a) dialog box.
Select Set (b).
If necessary, in the Set (c) drop-down list, select the appropriate pair of columns corresponding to the interim plan to be set.
In the For section select (d).
Click (e). [4]

Set an interim plan (MS-Project 2010):
Open the project plan for which the (a) data has been set.
Display the (b) dialog box. Select (c) interim plan.
In the set interim plan drop-down list, select the appropriate pair of columns corresponding to the interim plan to be set.
In the For section, select (d) tasks.
Check the To All Summary Tasks check box.
Check the From Subtasks into Selected Summary Task(s) check box.
Click (e). [5]
QUESTION 4

Identify the three categories of tasks used in MS Project, and explain what is shown at each level. [6]

QUESTION 5

Define the following Microsoft Project terms:

(a) map (2)
(b) status date (2)
(c) interim plan (2)
(d) milestone (2)
(e) critical path (2) [10]
SECTION D: INTERPRETATIVE QUESTIONS

(25 MARKS)

ANSWER ONE OF THE QUESTIONS

QUESTION 1

Draw a network diagram from the following list of activities for publishing a family recipe book. You are only required to show the activity blocks (including start and end) and the link lines.

<table>
<thead>
<tr>
<th>No</th>
<th>Task</th>
<th>Predecessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Research family recipes</td>
<td>--</td>
</tr>
<tr>
<td>2.</td>
<td>Shortlist recipes</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Select suitable recipes for inclusion in the book</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>Write recipes</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Test recipes</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>Style and photograph</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>Revise recipes</td>
<td>4</td>
</tr>
<tr>
<td>8.</td>
<td>Layout and editing</td>
<td>7, 6</td>
</tr>
<tr>
<td>9.</td>
<td>Write introduction</td>
<td>--</td>
</tr>
<tr>
<td>10.</td>
<td>Get Masterchef to write a recommendation</td>
<td>8, 9</td>
</tr>
<tr>
<td>11.</td>
<td>Publish book</td>
<td>10</td>
</tr>
</tbody>
</table>

OR

QUESTION 2

Draw a Gantt chart from the above list of activities given in Question 1. You are only required to show the tasks, the activity bars and the link lines.

Section A: 30 marks
Section B: 10 marks
Section C: 35 marks
Section D: 25 marks
TOTAL: 100 MARKS