



3. How will you operate “Microsoft project” software for managing any project? Write down the steps.

4. Refer the project sheet attached and answer the following questions.

- i. What is the name of the project?
- ii. How many tasks are there? Write down their names.
- iii. Which task has got the longest duration? How many days?
- iv. Are these tasks manual or auto scheduled?
- v. What is the entire duration of the project?
- vi. How can you track the project?
- vii. How can you add the information of all the resource persons involved in this project?
- viii. In the given project sheet, what is the default view called? How can you change it to calendar view?

**Project Sheet for the question no. 4. Sub question no 4.**

