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## Question 1

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**Question Type:** MultipleChoice

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Which is the preferred approach to communicate important action items in an e-mail message to a co-worker?

### Options:

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- A- Write the action items using all capital letters.
- B- List the action items in a numbered or bulleted list for clarity.
- C- Include emoticons to ensure the recipient understands your humor.
- D- Describe all action items at length in a detailed paragraph in the middle of the message.

### Answer:

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B

## Question 2

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**Question Type:** MultipleChoice

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You accidentally dropped your mobile phone, which was submerged in water and no longer works. Upon replacing the phone with an upgraded unit you must reconfigure many of the services. The instructions say that all you need to do is enter your e-mail address and the unit will configure the e-mail client for you. Even though you have tried this several times, it does not work. The mobile phone vendor says that because you are trying to sync your e-mail account with an enterprise mail server, you will need to configure the e-mail client manually. Which choice lists the information you will need to configure the e-mail client?

**Options:**

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- A- Company name, e-mail address, SMTP, POP3, IMAP and DNS
- B- E-mail address, SMTP, IMAP, DNS, user name and password
- C- E-mail address, SMTP, POP3, user name and password
- D- Company name, SMTP, POP3, user name and password

**Answer:**

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C

## Question 3

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**Question Type:** MultipleChoice

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Raoul has received a file attachment from a known individual. He has no reason to expect files from this individual. Which of the following is an effective security strategy for Raoul to take?

**Options:**

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- A-** Open the file attachment and use anti-virus software to scan it.
- B-** Before opening the attachment, use anti-virus software to scan the system's hard disk.
- C-** Make back-up copies of important files so that it is possible to recover them in case of an incident.
- D-** Before opening the attachment, call or send a text or instant message to the individual to verify that he or she meant to send it.

**Answer:**

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D

## Question 4

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**Question Type:** MultipleChoice

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You received a text and a threatening voicemail from an angry customer who wants to immediately discuss the shortcomings of a recently released product. You are about to walk into a mandatory meeting with your top-level leadership team. Which of the following is your best course of action?

**Options:**

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- A-** Continue to send text messages to the customer hoping to smooth things over until you can call him on the phone after your meeting.
- B-** Request that the customer send his complaints by e-mail, knowing that any inappropriate communication will be well documented.
- C-** Do not respond to the customer.
- D-** Skip the meeting and call the customer.

**Answer:**

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B

## Question 5

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**Question Type:** MultipleChoice

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Which of the following is used to help non-technical users collectively classify and find information on a site?

**Options:**

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- A- Tagging
- B- A wiki
- C- Web feed
- D- Ajax

**Answer:**

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A

## Question 6

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**Question Type:** MultipleChoice

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You have just finished designing a Web site to support a charity organization's fund-raising efforts. You need to meet with the board members to get their feedback and address some questions before you implement the final design. The board members are dispersed throughout the country and want to avoid spending charity funds on traveling to this meeting. Which of the following solutions would best support the charity and provide you with an opportunity to discuss the design as a group?

**Options:**

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- A-** Plan a Web conference using a service such as WebEx or GoToMeeting that supports screen sharing and phone conferencing.
- B-** Plan a Webinar that reviews the layout of the site and request that board members submit their feedback by e-mail after the Webinar.
- C-** Create a PowerPoint slideshow that contains pictures of your Web site design and create a survey to gather the board members' feedback.
- D-** Create an audio Webcast and distribute it to the board members over the Internet.

**Answer:**

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A

## Question 7

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**Question Type:** MultipleChoice

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Evonka is listening to music from an online music provider (such as Pandora or Jango). She builds a list of music preferences, including favorite songs. The music service then suggests additional songs she might enjoy. The music provider is an example of a cloud-computing application that uses a technology for collaborative filtering, which helps define the list of songs available to listeners. Which term describes this technology?

**Options:**

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- A- Bit-torrent
- B- Crowd sourcing
- C- Grid computing
- D- Software as a Service

**Answer:**

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B

## Question 8

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**Question Type:** MultipleChoice

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Which of the following strategies is recommended when conducting keyword searches?

**Options:**

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- A- Use nouns instead of verbs for keywords.
- B- Use verbs instead of nouns for keywords.
- C- Use as few keywords as possible.



**D-** Include at least one preposition such as "the" or "an" in your list of keywords.

**Answer:**

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A

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