

KNOWLEDGE CHECK 1

ERA Explorer 24.2.2 EC

MS-CIT IT Awareness (2024) > Knowledge Check

Go Green Clicker Challenge 13

Use ____ software to save travel time and costs.

free

open source

original

video conferencing

TIME LEFT

00: 01: 46

Questions

1 2 3 4

END TEST

ERA Explorer 24.2.2 EC

MS-CIT IT Awareness (2024) > Knowledge Check

Go Green Clicker Challenge 17

It is advisable to delete any files or documents which you have not used in the past ____ year(s).

1

2

3

5

TIME LEFT

00: 01: 28

Questions

1 2 3 4

END TEST

Ergonomics Clicker Challenge 12



If you slouch your shoulders or do not sit upright, this can lead to _____.

- a sore neck
- stress in vision
- wrist injury
- swelling in legs

TIME LEFT 00:01:09

Questions ■ ■ ■ ■

1 2 3 4

END TEST



Ergonomics Clicker Challenge 16



_____ color temperature of the display screen increases the display's blue light emission.

- High
- Low
- Medium
- Moderate

TIME LEFT 00:00:48

Questions ■ ■ ■ ■

1 2 3 4

END TEST



KNOWLEDGE CHECK 2

ERA Explorer 24.2.2 EC

— □ ×

MS-CIT IT Awareness (2024) > Knowledge Check

↓ ↑

Question:



TIME LEFT

00:09:43

Outlook offers _____ that enable you to easily find, sort, filter or group items.

Chats

Themes

Color Categories

My Profile options

Questions



1 2 3 4

END TEST

ERA Explorer 24.2.2 EC

— □ ×

MS-CIT IT Awareness (2024) > Knowledge Check

↓ ↑

Question:



TIME LEFT

00:09:31

What happens when you select a color category for an email?

The email gets sorted in that category

The email gets flagged

The email shifts to another folder

The email gets forwarded

Questions



1 2 3 4

END TEST

Question:



TIME LEFT 00:09:06

To remove the applied categories, click _____.

Customize > Delete All Categories

Categorize > Clear All Categories

Flag > Delete All Categories

Pin > Clear All Categories

Questions



1 2 3 4

END TEST

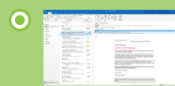
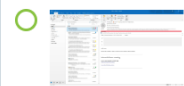
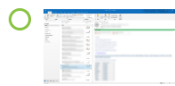
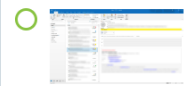


Question:



TIME LEFT 00:08:44

Identify which of the following images represents an email that has been categorized into the Blue Category.



Questions



1 2 3 4

END TEST



KNOWLEDGE CHECK 3

ERA Explorer 24.2.2 EC

MS-CIT IT Awareness (2024) > Knowledge Check

— □ ×

⬇️ 🏠

Question:



If you enter % Complete as 25, even though the Status has been set as Not Started, it is automatically displayed as ____.

In Progress

Not started

Completed

Failed

TIME LEFT

00:09:49

Questions

■ ■ ■ ■

1 2 3 4

END TEST

ERA Explorer 24.2.2 EC

MS-CIT IT Awareness (2024) > Knowledge Check

— □ ×

⬇️ 🏠

Question:



What is an Outlook Task?

A draft

An email

A personal action item

An event

TIME LEFT

00:09:35

Questions

■ ■ ■ ■

1 2 3 4

END TEST

Question:



TIME LEFT 00:09:23

What steps should you follow in order to send a Word document from MS Word itself?

Go to the File tab > Share > Email > Send as Attachment

Go to the View tab > Export > Email > Send as Document

Go to the Home tab > Share > Email > Send as Word file

Go to the Review tab > Share

Questions



1 2 3 4

END TEST



Question:



TIME LEFT 00:09:09

You can choose to send your Newsletters via Outlook emails in the ____ format as it is more suitable.

JPEG format

PDF format

TIFF format

HEIC format

Questions



1 2 3 4

END TEST

