

Pretest

What You Should Know Before Taking Windows SharePoint Services 3.0

To get the most out of this class, you should have knowledge of the Microsoft Office applications, be mouse, menu, and Windows proficient, and have used the Internet. The following questions are a self evaluation, which should help determine if you are ready for the Windows SharePoint Services Creating and Administering a Team Web Site class or should take a prerequisite class, or in some other way learn the basic information required. You should be able to answer at least 12 of the 15 questions correctly.

Question	Answer
1. What are the commands used to save a file in most Windows applications?	
2. (T/F) The same file can be edited by two users at the same time.	
3. Why is there a folder system to store files?	
4. (T/F) I have visited at least 10 Internet sites.	
5. (T/F) To access the Internet, you must use a software program called a browser.	
6. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> . This text can then be reinserted at a new location in the document.	
7. When browsing on the Web, colored and underlined words usually mean a _____.	
8. (T/F) Going to a web site downloads the pages displayed on your computer.	
9. Clicking on a hyperlink: A. Can hyperlink to a non-HTML page B. Displays a specific part of the current HTML document C. Displays a specific part of a different HTML document D. Can start an email with the address and subject identified. E. All of the above F. None of the above	
10. URL stands for: _____.	
11. (T/F) A team web site can be used to communicate among team members and share documents.	

12. Documents can be placed in a _____ for sharing with other team members.	
13. A web site is made up of a number of _____ pages _____ together.	
14. The Home Page is the normal “entrance point” of a web site.	
15. (T/F) I have been charged with evaluating, planning, developing or administering a team web site.	

Answer Sheet

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|--------------------------|--|-----------------|
| 1. File, Save or Save As | 6. False | 11. True |
| 2. False | 7. a hyperlink | 12. workspace |
| 3. To organize files. | 8. True | 13. web, linked |
| 4. True | 9. E | 14. True |
| 5. True | 10. Uniform Resource Locator, an Internet location | 15: True |