

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

 1. When using **Teams**, how many teams can you be part of?

1 / 1 point

- ☐ 50
- ☐ 10
- ☒ Unlimited

 ✓ **Correct**

You can be part of as many teams as you like, joining or leaving different teams as you need.

2. You have created a private team and added four colleagues as team members. Who has access to the team content?

1 / 1 point

- ☐ Anyone who has searched for the team's name.
- ☐ Anyone in your organization.
- ☒ Only you and the four colleagues that you have added to the team.

 ✓ **Correct**

Because you have created the team as a private team, the chat and its content are accessible to invited users only.

 3. Which symbol do you use in the search box in **Teams** when you are searching for a **Contact's** name?

1 / 1 point

- ☐ &
- ☒ @
- ☐ /

 ✓ **Correct**

You use the @ symbol to search for a contact.

 4. Which of the following statements are true about **OneDrive**?

1 / 1 point

Select all options that apply.

- ☒ You can use **OneDrive** to access shared libraries and individual files that colleagues have shared with you.

 ✓ **Correct**

 In the navigation pane on the left-hand side of the **OneDrive** screen, there is a **Shared Files** section that shows any files or folders that have been shared with you.

- ☒ **OneDrive** is a cloud-based service.

 ✓ **Correct**
OneDrive is cloud-based storage accessed through the internet.

- ☐ You can use instant messaging in **OneDrive** to communicate with colleagues.

 5. Which of the following icons represents **OneDrive**?

1 / 1 point


 ✓ **Correct**

 This icon represents **OneDrive**.