1. **Which of the following is a type of test?**
2. All answers are true
3. Performance Tests
4. Understandability Tests
5. Read-and-Locate Tests

**ANSWER:**

1. **--------- is the person who administers the test, arranges the meeting with users, sets up the test situation, records the test activities, and so on**
2. The reviewer
3. The tester
4. The evaluator
5. The writer

**ANSWER:**

1. **--------- a person who needs to learn about menu functions and commands**
2. Experienced user
3. Novice user
4. Default user
5. Task-oriented user

**ANSWER:**

1. **--------- designs when you want to illustrate some specific parts of a program, perhaps for a specific user**
2. The Guided Tour
3. The Quick Start
4. The Guided Exploration
5. Demonstration

**ANSWER:**

1. **The Guided Exploration guides a user through a procedure, but allows for some experimentation on their own**
2. True
3. False

**ANSWER:**

1. **--------- tell the user what to do, it tells the tools to use and the action to take with the tool**
2. Scenario
3. Steps
4. Screens
5. Tables

**ANSWER:**

1. **--------- consist of very brief reminder that attach to key-board**
2. Glossary
3. Steps
4. Keyboard Templates and Short Forms (job aids)
5. Tips

**ANSWER:**

1. **What is a user group?**
2. A group of people who share the same hobbies
3. A group of people who have similar preferences
4. A group of people who work in the same office
5. A group of people who used a certain program or subprogram

**ANSWER:**

1. **The writing teams include:**
2. All answers are true
3. Writers
4. Editors
5. Graphics designers and tester

**ANSWER:**

1. **---------- reviews by managers and supervisors associated with your documentation project**
2. Client reviews
3. Management reviews
4. Technical reviews
5. User reviews

**ANSWER:**