# Section 1: Introduction

## 01-02 Versions of Jira

Which version of Jira is being used in this course?

1. Jira Align
2. Jira Server
3. **Jira Software on Cloud**
4. Jira Service Management

# Section 2: Concepts you need to know before using Jira

## 02-01 What is Jira?

What practice does Jira use to organize your work?

1. Six Sigma
2. Waterfall
3. Prince2
4. **Agile**

## 02-02 Basics of agile methodology

Which agile workflow uses sprints?

1. **Scrum**
2. Kanban
3. Columns
4. Backlog

## 02-03 Key agile terms you’ll find in Jira

When a story is too big for a single sprint, what can you use to track multiple stories across sprints?

1. Bug issue types
2. Sub-tasks
3. API functionality
4. **Epics**

## 02-04 Jira terms you need to know

Where do issues live in Jira?

1. **Projects**
2. Fields
3. Epics
4. Components

## 02-05 Getting familiar with Jira’s interface

What feature in Jira lets you add gadgets like pie charts to it?

1. Projects
2. Filters
3. **Dashboards**
4. Apps

# Section 3: Using team-managed projects

## 03-01 Team-managed projects vs company-managed projects

What project type lets you share entities such as issues and issue types globally across Jira?

1. Team-managed projects
2. Next-gen projects
3. Project-scope entities
4. **Company-managed projects**

## 03-02 Creating a team-managed project

You can convert between team-managed and company-managed projects at any time.

1. True
2. **False**

## 03-03 Navigating team-managed projects

What is the text that precedes the number for each issue called?

1. **Project key**
2. Issue type
3. Swimlanes
4. Columns

## 03-04 Creating issues in team-managed projects

What is the keyboard shortcut to create a new issue?

1. I
2. **C**
3. Shift+C
4. Ctrl/Cmd+I

## 03-05 Customizing team-managed projects

What is one way you can change the status of an issue in a team-managed project?

1. **Drag it from one column to another on the board**
2. Customize the issue type in Project Settings
3. Use the keyboard shortcut “C”
4. Change who has access to the project

# Section 4: Using company-managed projects

## 04-01 Creating a company-managed project

What is a pre-requisite to creating a company-managed project?

1. All your custom issue types created
2. **Jira administrative permissions**
3. Company-managed projects must be created as team-managed projects first
4. A scrum workflow for your team

## 04-02 Navigating company-managed projects

What is one way we can group together issues in our project for easier organization?

1. In the backlog
2. By viewing reports
3. **Using components**
4. Switching from scrum to kanban

## 04-03 Creating a new Scrum board

Creating a new agile board with sample data will also create what?

1. **A new project**
2. A new custom issue type
3. A new kanban board
4. None of the above, the new board with sample data lives in an existing project

## 04-05 Customizing Scrum boards

What does Jira use to determine which issues show up on a scrum board?

1. A component
2. A version release
3. **A filter**
4. A user story

## 04-06 Continuing to customize Scrum boards

What maps to the columns on a scrum board?

1. Issue types
2. **Issue statuses**
3. Fields
4. Swimlanes

## 04-07 Creating a new kanban board

You can create kanban boards in the same project as scrum boards.

1. **True**
2. False

## 04-08 Kanban agile board overview

Kanban boards use this feature to clear issues out of the “Done” or “Completed” column.

1. Components
2. Sprints
3. Quick Filters
4. **Releases**

## 04-09 Customizing kanban boards

If you wanted to view a field (e.g., “Labels”) on issues on the board, what would you change to do that?

1. Swimlanes
2. Columns
3. Filter Query
4. **Card layout**

## 04-10 Creating issues

You can convert between issue types at any time.

1. **True**
2. False

## 04-11 Overview of the issue detail view

Where do you go to see who has made changes to an issue?

1. Comments
2. **History**
3. Breadcrumb
4. Components

## 04-12 Filters

Fill in the blank. Filters in Jira are essentially \_\_\_\_\_\_\_\_\_\_.

1. Agile boards
2. Dashboards
3. Bookmarks
4. **Saved searches**

## 04-13 Using dashboards

What is the primary benefit to using dashboards?

1. **They let you share reports with other users in Jira**
2. They let you build more advanced agile boards
3. They let you assign new users to projects
4. They let you build custom filters for agile boards

## 04-14 Sharing filters

What is one way you can share filters with your team?

1. By anyone with access to a dashboard
2. **By anyone with access to a project**
3. By anyone with access to an issue type
4. By anyone with access to an agile board

## 04-15 Reports in Jira

How can you extend the reports beyond what’s available in Jira?

1. Import sample data for your agile boards
2. Map statuses to columns in the board settings
3. Share all your filters with your team
4. **Bulk export issues as a CSV for Excel or Google Sheets**

## 04-16 Roadmaps in Jira

What issue type do roadmaps primarily track?

1. Sub-tasks
2. **Epics**
3. Ideas
4. New features

## 04-17 Bulk creating issues

The easiest way to create multiple issues at once is to import what file format?

1. **CSV**
2. XML
3. DOC
4. JPG

## 04-18 Bulk editing issues

What is the first step to bulk editing issues?

1. Create a new agile board with the issues you want to edit
2. Share a filter with the team members you want to edit the issues
3. **Perform a search for the issues you want to edit**
4. Export the issues as a CSV file

# Section 5: Jira’s administrative back end

## 05-01 User management in Jira

What determines your subscription cost with Jira Cloud?

1. The number of users you have
2. **The number of users with product access**
3. The number of projects you have
4. The number of issues you have

## 05-02 Company-managed project administration overview

What feature of company-managed projects lets you control the fields displayed on issues?

1. Versions
2. Components
3. Workflows
4. **Screens**

## 05-03 Understanding workflows

What do workflows control in a project?

1. **Statuses and transitions**
2. Issues and filters
3. Screens and statuses
4. Boards and issues

## 05-04 Understanding how schemes work

Which of these schemes controls the statuses used in a company-managed project?

1. Field configuration scheme
2. Issue type scheme
3. **Workflow scheme**
4. Notification scheme

## 05-05 Creating a new issue type

Once a new issue type is created, how do you tell Jira which project uses it?

1. **Issue type schemes**
2. Workflows
3. Team-managed project dashboards
4. Field configurations

## 05-06 Creating custom fields

What do you use to add a custom field to issues?

1. Dashboards
2. Board settings
3. Workflows
4. **Screens**

## 05-07 Basics of automation in Jira

What are the three components of an automation rule?

1. **Trigger, condition and action**
2. Transition, status and rule
3. Component, release and version
4. Kanban, scrum and agile

## 05-08 Jira system administration overview

Where do you go to limit who can create team-managed projects?

1. Projects settings
2. **Permissions**
3. Apps
4. User management