Teams Questions and Answers

# SECTION 1 Introduction to Teams

1. Which of the following cannot be used to access Help in Teams?
   1. Topics
   2. **F1**
   3. Training
   4. What’s new
2. Which part of the dashboard houses the list of keyboard shortcuts?
   1. Activity
   2. Command Box
   3. Files
   4. **Profile**

# SECTION 2 Creating Teams and Starting Conversations

1. Which of the following Team types cannot be created?
   * 1. Org-wide
     2. **Guest Only**
     3. Public
     4. Private

1. Claire is the owner of a team and is trying to add a guest. When she types in the guests email address, she is unable to add the guest. What does Claire need to do in order to fix this issue?
2. Guests cannot be added to teams
3. She needs to go into ‘Manage Team’ and add the guest that way
4. She needs to use a different email address for the guest
5. **She needs to go into the Teams Admin area in Office 365 and enable guest access**
6. Which of the following can you do with a General channel?
   1. Delete it
   2. Rename it
   3. **Pin it**
   4. Hide it
7. What is the main purpose of tags?
   1. To help you search for a specific topic
   2. **To group people of similar type together to make messaging easier**
   3. To help with backend administration
   4. To colour code your posts

# SECTION 3 Video and Audio Meetings

1. Ben has started an on-demand video call with Adam but he is unable to hear Adam when he speaks? What could Ben do to troubleshoot this issue?
   * 1. Check he has the correct microphone and speakers selected in ‘Device Settings’
     2. Ensure he hasn’t muted his microphone
     3. Ensure he hasn’t muted the volume on his headset or laptop
     4. **All of the above**
2. Ben wants to share an Excel spreadsheet with Adam whilst on a call? He doesn’t want Adam to see any notifications that pop up on his screen. Which share option should Ben select?
3. **Application**
4. Window
5. Desktop
6. Whiteboard

1. Ben has recorded his meeting with Adam. Where could Ben go to find the meeting recording?
   1. YouTube
   2. **Stream and the channel the meeting was started in**
   3. Download folder on his PC
   4. OneDrive
2. Which of the following is available in the desktop version of Teams but not in the online version?
   1. Meeting Notes
   2. Keypad
   3. **Blur background**
   4. Recording

# SECTION 4 Additional Features

1. Which Microsoft application is most comparable to Wiki in Teams?
   1. Evernote
   2. Planner
   3. Tasks
   4. **OneNote**

1. If you want information to flow into Teams from another application on a regular basis, which of the following is the most appropriate to use?
2. Apps
3. Bots
4. **Connectors**
5. Joins
6. When you customize channel tabs, the tabs are customized for that channel only.
   1. **True**
   2. False

# SECTION 5 Searching

1. Which symbol can be used in the command box to invoke the quick commands list?
   * 1. **/**
     2. #
     3. &
     4. ?

1. When searching for a keyword or phrase, which of the following will not be searched?
   * 1. Messages
     2. **Apps**
     3. People
     4. Files

# SECTION 6 Settings

1. If you want to block all communications including messages and calls, which status option would you select?
   * 1. Busy
     2. **Do Not Disturb**
     3. Away
     4. Be Right Back

1. Which tab in Settings will you find the option to turn on read receipts?
   * 1. Permissions
     2. **Privacy**
     3. Notifications
     4. General

# SECTION 7 Mobile App

1. Where can you download the Teams Mobile App?
   * 1. Click the download button from within Teams
     2. From the Microsoft website
     3. **From the App Store on your device**
     4. None of the above