1. How do you expand the compose box to access formatting options in a Microsoft Teams conversation?
   1. Click the Attach button
   2. Use the Emoji button
   3. Click the Format button
   4. Select the More options button

Correct Answer: c) Click the Format button

1. How can you create bulleted or numbered lists in Microsoft Teams?
   1. Using the Attach button
   2. With the Format button
   3. Through the Emoji gallery
   4. By selecting the More options button

Correct Answer: b) With the Format button

1. What is used to illustrate conversations in Microsoft Teams?
   1. Attachments and files
   2. Emojis, stickers, memes, and GIFs
   3. Hyperlinks
   4. Tables and lists

Correct Answer: b) Emojis, stickers, memes, and GIFs

1. How do you share a conversation or message via Outlook in Microsoft Teams?
   1. Use the Attach button
   2. Click the Share to Outlook option
   3. Select the Emoji gallery
   4. Choose the Format button

Correct Answer: b) Click the Share to Outlook option

1. What methods are used to bring attention to a message in Microsoft Teams?
   1. Mark as important, post an announcement, praise people
   2. Using bold and italic formatting
   3. Attaching files
   4. Using emojis and stickers

Correct Answer: a) Mark as important, post an announcement, praise people

1. How do you insert quotes into a message in Microsoft Teams?
   1. Using the Quote button
   2. Through the Attach button
   3. By selecting emojis
   4. With the Format button

Correct Answer: a) Using the Quote button

1. What feature in Microsoft Teams allows you to send files in a conversation?
   1. The Attach button
   2. The Emoji gallery
   3. The Format button
   4. The More options button

Correct Answer: a) The Attach button

1. How can you share a video or a link in a Microsoft Teams message?
   1. By using the Attach button
   2. Through the Format button
   3. By inserting it directly into the message
   4. Using the Emoji button

Correct Answer: c) By inserting it directly into the message

1. How do you insert a table in a Microsoft Teams message?
   1. Select the Attach button
   2. Use the Emoji gallery
   3. Click the Insert table option
   4. Through the More options button

Correct Answer: c) Click the Insert table option

1. How can you define message delivery settings in Microsoft Teams?
   1. By selecting the Send button
   2. Using the Format button
   3. Through the Everyone can reply dropdown
   4. By clicking the Attach button

Correct Answer: c) Through the Everyone can reply dropdown