Experiencing MIS, 9e (Kroenke)
Chapter Extension 10 Collaborative Information Systems for Student Projects

1) _____ are useful when a team needs to meet on some topic but everyone cannot meet at the same time.
A) Blogs
B) Discussion forums
C) Wikis
D) Surveys
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

2) Discussion forums are one of the nice-to-have features in a collaboration tool.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

3) Why should a team choose to use a collaboration information system?
Answer: Collaboration is critical in business, and numerous software vendors and open source developers have created computer programs to facilitate various collaborative tasks. Once a team learns how to use the tools and has developed procedures for using them, teamwork will be easier. The team will no longer need to get everyone together face-to-face. It will no longer lose documents; it will be able to determine who is contributing and who is not. Another reason for using collaboration tools is that it will create better results. Such systems facilitate feedback and iteration. Each team member can produce documents, and others can comment and make revisions to them.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

4) Synchronous communication is said to occur if _____.
A) communication occurs between people in different time zones
B) there is a flow of communication according to the hierarchical structure
C) members of various teams work on the same task
D) all members of a team meet at the same time
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

5) VOICE is a marketing and media firm. One of its corporate policies is the sole use of synchronous communication within the organization. VOICE is expanding its customer base in the coming year and needs to prepare a plan of action. Given its corporate policy regarding communication, which of the following modes are its team members most likely to use?
A) email
B) team survey
C) multiparty text chat
D) discussion forum
Answer: C
AACSB: Reflective Thinking
Difficulty: 3: Challenging
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Application

6) _____ occurs when team members do not meet at the same time.
A) Asynchronous communication
B) Synchronous communication
C) Procedural communication
D) Nonprocedural communication
Answer: A
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

7) AKAI One, a multinational company, has centers in four different countries. The heads of the four centers set performance targets every month and work toward achieving them. Given that each center works in a different time zone, which of the following modes of communication should the center heads choose to discuss their monthly targets?
A) multiparty text chat
B) videoconferencing
C) email
D) webinar
Answer: C
AACSB: Reflective Thinking
Difficulty: 3: Challenging
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Application

8) Morgan's company has outsourced its accounting process to a small firm in India. Morgan needs to discuss some quality control measures with the firm's managers. He conducts the meeting via videoconference. Given the nature of the meeting, it can also be called a(n) _____ meeting.
A) concurrent
B) parallel
C) asynchronous
D) virtual
Answer: D
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Application

9) If a virtual meeting is synchronous, participants can interact with each other through _____.
A) discussion forums
B) videoconferencing
C) email
D) team surveys
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

10) _____ are virtual meetings in which attendees view one of the attendees' computer screens for formal and organized presentations.
A) Discussion forums
B) Screen-sharing applications
C) Conference calls
D) Webinars
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

11) _____ is a type of asynchronous communication in which a group member can post an entry, an idea, a comment, or a question, and other group members respond to it later, at their convenience.
A) Multiparty text chat
B) Videoconferencing
C) Webinar
D) Discussion forum
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

12) _____ is a type of asynchronous communication where one person creates a list of questions to which other users respond.
A) Multiparty text chat
B) Team survey
C) Webinar
D) Whiteboard
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

13) Asynchronous communication occurs when team members do not meet at the same time.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

14) A face-to-face meeting is an example of asynchronous communication.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

15) Virtual meetings can be synchronous or asynchronous.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

16) Wikis are a virtual meeting in which attendees view one of the attendees' computer screens for a more formal and organized presentation.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

17) Videoconferencing is likely to be less intrusive than text chat.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

18) Email is a tool used for synchronous communication.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

19) In team surveys, one team member creates a list of questions and the other team members respond.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

20) Explain synchronous and asynchronous communications in organizations with examples.
Answer: Synchronous communication occurs when all team members meet at the same time. Face-to-face meetings and conference calls are examples of synchronous communication. Asynchronous communication occurs when team members do not meet at the same time. Email, discussion forums, and team surveys are examples of asynchronous communication. Virtual meetings in which participants do not meet in the same place and possibly not at the same time can be both synchronous and asynchronous. If the virtual meeting is synchronous (all meet at the same time), participants can use conference calls, webinars, or multiparty text chat. A webinar is a virtual meeting in which attendees view one of the attendees' computer screens for a more formal and organized presentation. Videoconferencing is another synchronous method. When a team must meet asynchronously, most members try to communicate via email.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

21) Which of the following is a content sharing technique which is least effective for collaborations in which there are many document versions or for which there is a desire for content control?
A) email with attachments
B) Microsoft SharePoint
C) Google Docs
D) file server
Answer: A
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

22) Which of the following statements is TRUE of shared content with version management?
A) Content sharing methods that provide version management cannot accommodate concurrent work.
B) Version management systems provide version control.
C) Version management makes it impossible to know when and by whom the document was changed.
D) Content sharing systems that provide version management can track changes to documents.
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

23) Which of the following tools helps share content with version management features?
A) Skype
B) Google Docs
C) emails with attachments
D) file server
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

24) Which of the following statements is TRUE of Google Drive?
A) Users receive an email when a document is made available to them.
B) Documents are stored on the Google Drive server.
C) Document revisions are tracked with extensive details of changes made.
D) Microsoft Excel documents cannot be uploaded to Google Drive.
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

25) Which of the following systems provides version control while sharing content?
A) Microsoft SharePoint
B) LinkedIn
C) emails with attachments
D) locked files hard disks
Answer: A
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

26) In version control systems, shared documents are placed into shared directories called
_____.
A) vaults
B) libraries
C) workspaces
D) records
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

27) Which of the following statements is TRUE of Microsoft SharePoint?
A) It does not facilitate permission-limited activity.
B) It converts shared documents to the Google Docs format.
C) It facilitates the continuation of workflow defined for a document even when any of its members disapproves the document.
D) It does not allow users to edit a document if it has been checked out by another user.
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

28) The degree of version management is very high in email with attachments.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

29) Storing documents on servers is better than using email attachments because documents have a single storage location.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

30) Version management systems facilitate tracking changes to documents and provide features and functions to accommodate concurrent work.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

31) Natalie needs to access Google Drive for a project. She does not need to have a Gmail account for that.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

32) Version management systems provide version control.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

33) In version control systems, shared documents are placed in shared directories, sometimes called libraries.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

34) The document checkout feature in SharePoint allows users to simultaneously edit documents.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

35) Workflows cannot be defined on Microsoft SharePoint for multistage business processes.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

36) What is version management and why is it important?
Answer: Every collaborative project involves sharing of content. Although email is simple, easy, and readily available, it will not suffice for collaborations in which there are many document versions or for which there is a desire for content control. Storing documents on servers is better than using email attachments because documents have a single storage location. They are not scattered in different team members' email boxes. However, without any version management it will be impossible to know who changed the document and when. Version management is a technique used for sharing electronic content. Systems that provide version management track changes to documents and provide features and functions to accommodate concurrent work. Google Drive and Microsoft One Drive are examples of systems that provide version management.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

37) Explain version control with a simple example.
Answer: Version control is the process of limiting the actions that can be taken by a particular user on shared documents. Version management systems improve the tracking of shared content and potentially eliminate problems caused by concurrent document access. They do not, however, provide version control. With version control systems, each team member is given an account with a set of permissions. Shared documents are placed into shared directories, which are sometimes called libraries. Furthermore, document directories can be set up so that users are required to check out documents before they can modify them. When a document is checked out, no other user can obtain it for the purpose of editing it. Once the document has been checked in, other users can obtain it for editing. Microsoft SharePoint is the most popular version control application for general business.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

38) Which of the following statements is TRUE of collaboration tools?
A) Team members cannot request SharePoint to send emails when certain events occur.
B) Google Drive permits only the uploader to make changes to a task list and does not allow simultaneous edits.
C) The standard task list in SharePoint can readily be modified to include user-customized columns using SharePoint.
D) Google Drive allows only one user to edit a document at a time.
Answer: C
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Concept

39) Ashley is part of an interdepartmental project in which members from different departments work on the project and upload their files on Google Drive. Which of the following characteristics should Ashley keep in mind while working on this project?
A) Google Drive restricts the edit permission on documents to the creator of tasks.
B) Google Drive does not allow simultaneous edits.
C) Google Drive deals with video and audio files.
D) Google Drive provides version history showing the changes made by users to task lists.
Answer: D
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Application

40) The alerts feature in SharePoint _____.
A) sends a team member an email whenever a task is assigned to him or her
B) requires team members to check the task list for new tasks every hour
C) does not support customization of email requests
D) can send emails only when an existing task is deleted
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Concept

41) SharePoint can be configured to send email alerts when certain events occur.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Concept

42) SharePoint includes a built-in content type for managing task lists that provides robust and powerful features.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Concept

43) Explain the importance of Microsoft SharePoint in task management.
Answer: Microsoft SharePoint has a robust task management capability. It contains a built-in content type for managing task lists that provides powerful features. The standard task list stores data such as title, assigned to, due date, status, predecessors, and other useful task data. Users can also add their own data to the default format of the task list. With SharePoint, it is possible to filter task lists to show only incomplete tasks, or only tasks that have been completed. Alerts are a feature in SharePoint task lists that can send emails to a team member when certain events occur. If a task is assigned to a person, alerts can send an email. This feature means that team members need not continually check the task list for new tasks.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Concept

44) With the _____ collaboration tool set, a participant should be able to collaborate with his or her team, though he or she will get little support from the software.
A) Minimal
B) Optimal
C) Good
D) Comprehensive
Answer: A
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

45) With the _____ collaboration tool set, participants have the ability to conduct multiparty audio and video virtual meetings and the support for concurrent access to document, spreadsheet, and presentation files, but they will have to rely on third-party tools to use surveys, wikis, and blogs.
A) Minimal
B) Optimal
C) Good
D) Comprehensive
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

46) The _____ collaboration tool set has a large set of features, including content management and control, workflow control, online meetings in which participants can view shared whiteboards, applications, and monitors.
A) Minimal
B) Basic
C) Good
D) Comprehensive
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

47) Which of the following statements is TRUE of collaboration tool sets?
A) The Good collaboration tool set has built-in discussion boards.
B) The Comprehensive collaboration tool set takes the longest time to learn.
C) The Good collaboration tool set includes workflow control as an inbuilt feature.
D) The Minimal collaboration tool set allows sharing of video files.
Answer: B
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

48) Which of the following statements is TRUE of a product power curve for collaborative tool sets?
A) A flat line on a power curve means the user is increasing the utility gained from the product.
B) At time zero, the ideal power curve is at zero.
C) The power curve of a Minimal collaboration tool set rises steadily with time.
D) The power curve of a Comprehensive collaboration tool set has a longer flat spot in the beginning.
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

49) With the Minimal collaboration tool set, a participant should be able to collaborate with his or her team, though he or she will get little support from the software.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

50) The Good collaboration tool set includes content management and control, workflow control, online meetings in which participants can view shared whiteboards, applications, and monitors.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

51) In the product power curve, the Minimal product set has some power at time zero.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

52) While using the Minimal collaboration tool set, it must be ensured that one user's work does not conflict with another's.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

53) What are the three sets of collaboration tools?
Answer: The three sets of collaboration tools are the Minimal, Good, and Comprehensive tool sets. Their features are as follows:
1. The Minimal collaboration tool set has the minimum possible set of tools. With this set, a participant should be able to collaborate with his or her team, though he or she will get little support from the software.
2. With the Good collaboration tool set, a participant will have the ability to conduct multiparty audio and video virtual meetings, and he or she will also have support for concurrent access to document, spreadsheet, and presentation files.
3. The Comprehensive collaboration tool set has a full set of features, including content management and control, workflow control, online meetings in which participants can view shared whiteboards, applications, and monitors.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

54) By default, most student teams tend to meet _____.
A) in the discussion forum
B) face-to-face
C) in blackboard
D) using social media
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

55) Which of the follow feature is NOT a required feature in a student collaboration system?
A) communication
B) content sharing
C) wiki
D) task management
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

56) Which collaboration tool is known in the business world?
A) Moodle
B) Google Drive
C) Canvas
D) Blackboard
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

57) All of the following are virtual meetings EXCEPT _____.
A) whiteboards
B) conference calls
C) email
D) webinars
Answer: A
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team
Communication?
Classification: Concept

58) The team is trying to decide on a new color for the logo. Jeff decides to use a _____ to
list the potential colors and ask the other members to respond with their vote.
A) wiki
B) team survey
C) webinar
D) discussion forum
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team
Communication?
Classification: Concept

59) Which type of collaboration tool would be useful for training new employees?
A) wiki
B) team survey
C) video and audio recordings
D) discussion forum
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

60) Which application opens PDFs?
A) Google Picasa
B) Adobe Acrobat
C) Microsoft OneDrive
D) Dropbox
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

61) A(n) _____ is a computer that stores files, it is useful for sharing content.
A) email with attachments
B) Microsoft SharePoint
C) Google Docs
D) file server
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

62) Which of the following is a content sharing technique that allows users to view the same whiteboard, application, or other display?
A) email with attachments
B) Microsoft SharePoint
C) Google Docs
D) screen-sharing application
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

63) One of the keys for making team progress is keeping a current task list.
Answer: TRUE
AACSB: Reflective Thinking
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Application

64) When using Google Drive every team member needs to _____.
A) download Google Chrome
B) enable permissions on their computer
C) disable Internet Explorer
D) obtain a Google account
Answer: D
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Application

65) Peter is using SharePoint and wants to receive an email each time an event occurs. He has to set up _____ in SharePoint.
A) permissions
B) alerts
C) files
D) records
Answer: B
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Application

66) Joseph is beginning a new project and is on a tight budget. He desires a collaboration system that is free to use and takes no time to learn. He chooses a set of tools out of the _____ collaboration tool set.
A) comprehensive
B) free
C) good
D) minimal
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

67) A leader does not have to consider people in choosing a collaboration tool set — cost is most important.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept

68) Briefly describe some nice-to-have features, as opposed to essential features, in the context of collaboration tool sets.
Answer: The features in the 'nice-to-have' category are not essential, but they can make teamwork easier and more effective. Also, some of these features might be required for certain types of projects. Discussion forums are useful when the team needs to meet on some topic but everyone cannot meet at the same time. Surveys obtain team members' opinions outside of team meetings as well. Wikis are useful for documenting team knowledge; blogs enable team members to publish their ideas. Sharing photos and videos can be a great way of building team cohesion.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-1: What Are the IS Requirements for Student Project Collaborations?
Classification: Concept

69) _____ is an example of a real-time surveying software.
A) wiki
B) html5
C) SurveyMonkey
D) email
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-2: How Can You Use Collaboration Tools to Improve Team Communication?
Classification: Concept

70) It is impossible to switch from Word documents to Google documents.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Concept

71) All of the following allow automatic version control EXCEPT _____.
A) Document Locator
B) Word
C) MasterControl
D) Subversion
Answer: B
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-3: How Can You Use Collaboration Tools to Share Content?
Classification: Application

72) Good project managers make sure every team meeting ends with an updated task list.
Answer: TRUE
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-4: How Can You Use Collaboration Tools to Manage Tasks?
Classification: Application

73) Since everyone understands computers, it is not necessary to think about the procedure and people components when choosing a collaborative information system.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Explain how IS can enhance systems of collaboration and teamwork.
Learning Obj: LO CE10-5: Which Collaboration Information System Is Right for Your Team?
Classification: Concept