

1. What can you see on the **Delve** homepage?

1 / 1 point

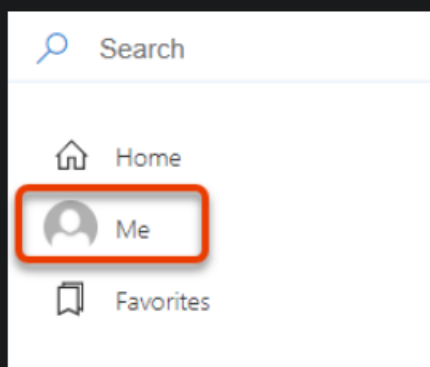
- ☐ Your Recent Files list
- ☒ Popular files in your organization
- ☐ Your profile information

✓ **Correct**

Correct! Delve allows you to view activity across your organization's Microsoft 365 environment. The **Delve** homepage will show files that colleagues have opened or worked on recently. These files will either have been shared directly with you or are stored in folders that you have access to.

2. What will the following choice on the **Delve** homepage show you?

1 / 1 point



- ☐ Only your **Profile** Information.
- ☐ Only files you have recently worked on.
- ☒ Your **Profile** Information and files you have recently worked on.

✓ **Correct**

Correct! This option will open a screen where you can see both your **Profile** information and the files you have recently worked on. It will show you documents those others have been working on. There are also **Profile** indicators for colleagues that you communicate with regularly and you can click on a profile picture to see what that colleague is working on.

3. Where is the search box in Delve?

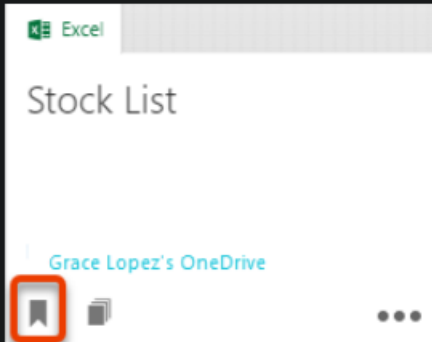
1 / 1 point

- ☒ At the top of the **Navigation Pane** at the left of the **Delve** screen.
- ☐ On the bottom of the **Navigation Pane** at the left of the **Delve** screen.
- ☐ On the Title Bar.

✓ **Correct**

Correct! The search bar is at the top of the **Navigation Pane** at the left of the **Delve** screen

4. You used a **Delve** search to find a stock file that you need to work on. What does the highlighted symbol allow you to do?

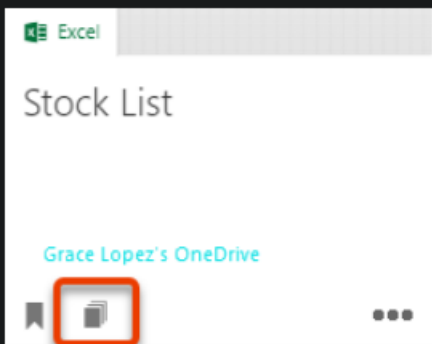


- ☐ Create a **Share link** to the file.
- ☐ Adds the file to the **Delve** homepage so that you can easily find it again.
- ☒ Adds the file to the **Favorites** section of **Delve**.

✓ **Correct**

Correct! Using the bookmark symbol, you can pin files to the Favorites section so that you can find them easily.

5. You found the stock file you need to work on using the **Delve** search. What does the highlighted symbol allow you to do?



- ☒ Add the file to a **Delve Board**.
- ☐ Open multiple copies of the file.
- ☐ Find other files related to the topic.

✓ **Correct**

Correct! A **Delve Board** is a file management tool that allows you to group connected files into one area so that you can find them without having to do a full search.