

Question	Type	Level	% Correct	#Linked Assessments
question bank	Multiple Choice Single Answer	Easy	-	-
Multiple Choice Multiple Answer	Multiple Choice Multiple Answer	Easy	62	-
Match the Column	Match the Column	Easy	8	-
Short Answer	Short Answer	Easy	23	1
Long Answer	Long Answer	Easy	-	-
A benefit of critical thinking is:	Multiple Choice Single Answer	Easy	27	-
Dr Gerard Puccio teaches creativity as a four-stage process that includes:	Multiple Choice Single Answer	Easy	18	-
Lateral thinking is:	Multiple Choice Single Answer	Easy	73	-
Creativity is characterised by:	Multiple Choice Single Answer	Easy	-	-
Creativity is:	Multiple Choice Single Answer	Easy	73	-
Creativity is characterised by:	Multiple Choice Single Answer	Easy	79	-
Creativity is:	Multiple Choice Single Answer	Easy	85	-
Lateral thinking is:	Multiple Choice Single Answer	Easy	40	-
Dr.â€“Gerard Puccioâ€“teaches creativity as a four-stage process that includes:	Multiple Choice Single Answer	Easy	86	-
A benefit of critical thinking is:	Multiple Choice Single Answer	Easy	78	-
An importance of creative thinking is:	Multiple Choice Single Answer	Easy	78	-
A characteristic of an open-minded person is:	Multiple Choice Single Answer	Easy	95	-
Select the&nbsp;incorrect&nbsp;characteristic of creative thinkers	Multiple Choice Single Answer	Easy	60	-
A willingness to change means:	Multiple Choice Single Answer	Easy	90	-
Select the correct statement about why creative thinking is important:	Multiple Choice Single Answer	Easy	81	-
The ideating stage in the creative thinking process is about:	Multiple Choice Single Answer	Easy	93	-
Identify the phase that is not part of the creative-thinking process	Multiple Choice Single Answer	Easy	74	-
The first step in developing a&nbsp;creative&nbsp;solution is to identify and define the problem	Multiple Choice Single Answer	Easy	94	-
What is not a principle of good time management	Multiple Choice Single Answer	Easy	90	-
What is&nbsp;not&nbsp;a characteristic of a&nbsp;good idea	Multiple Choice Single Answer	Easy	78	-
Critical thinking is the objective analysis of facts to form a	Multiple Choice Single Answer	Easy	91	-

Question	Type	Level	% Correct	#Linked Assessments
judgment.				
Critical thinking does not involve	Multiple Choice Single Answer	Easy	71	-
Critical thinking is	Multiple Choice Single Answer	Easy	97	-
Abstract ideas are concepts that need to be visualised as they cannot be illustrated through concrete examples	Multiple Choice Single Answer	Easy	82	-
A well-cultivated critical thinker should not keep an open-mind within alternative systems of thought, recognizing and assessing assumptions, implications;and, practical consequences	Multiple Choice Single Answer	Easy	87	-
The "Six Thinking Hats" provide a means for groups to plan thinking processes in a detailed and cohesive way, and in doing so to think together more effectively	Multiple Choice Single Answer	Easy	98	-
The six directions of the Thinking Hats include	Multiple Choice Single Answer	Easy	84	-
The definition of problem solving is finding an effective and relevant solution to a difficult or complex problem	Multiple Choice Single Answer	Easy	46	-
The stages in the problem solving process include	Multiple Choice Single Answer	Easy	93	-
A principle of brainstorming is	Multiple Choice Single Answer	Easy	44	-
Fill in the missing word....helps in unification of different management functions	Multiple Choice Single Answer	Easy	-	-
Fill in the missing word. To influence and persuade others-----is important.	Multiple Choice Single Answer	Easy	-	-
Fill in the missing word. A business image can be developed by-----through communication.	Multiple Choice Single Answer	Easy	-	-
Fill in the missing word.&nbsp;The purpose of business communication is-----	Multiple Choice Single Answer	Easy	-	-
Which of these is the external sound present in the channels of communication?	Multiple Choice Single Answer	Easy	90	-
Which of these should not be avoided for effective communication?	Multiple Choice Single Answer	Easy	15	-
Fill in the missing words.&nbsp; -----are problems arising from expression.	Multiple Choice Single Answer	Easy	53	-
Both encoding and decoding are influenced by our emotions	Multiple Choice Single Answer	Easy	90	-
In which of these problems is the actual message lost in the jungle of information?	Multiple Choice Single Answer	Easy	73	-
Fill in the missing words.&nbsp;Fast and unstructured is for-----	Multiple Choice Single Answer	Easy	98	-
Status or positions of parties important	Multiple Choice Single Answer	Easy	93	-
No line of authority is followed	Multiple Choice Single Answer	Easy	100	-
Impersonal	Multiple Choice Single Answer	Easy	67	-
No documentary evidence	Multiple Choice Single Answer	Easy	95	-
Which is not part to a business letter?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What part to a business letter comes after the body?	Multiple Choice Single Answer	Easy	-	-
What is the name and address you are writing to called?	Multiple Choice Single Answer	Easy	-	-
What do you write in the salutation, if you don't know an exact name?	Multiple Choice Single Answer	Easy	-	-
What is one reason you can write a business letter?	Multiple Choice Single Answer	Easy	-	-
Before sending unexpected large attachments, I should	Multiple Choice Single Answer	Easy	45	-
Why shouldn't I type my emails in all CAPS	Multiple Choice Single Answer	Easy	89	-
Why should I use the BCC ( Blind Courtesy Copy) field?	Multiple Choice Single Answer	Easy	67	-
How quickly should I reply to an email.	Multiple Choice Single Answer	Easy	95	-
Fill in the missing word.&nbsp;I should .....confirm receipt of email.	Multiple Choice Single Answer	Easy	86	-
Question 1	Multiple Choice Single Answer	Easy	91	-
Question 2	Multiple Choice Multiple Answer	Easy	-	-
Question 3	Match the Column	Easy	-	-
Question 4	Short Answer	Easy	36	-
Mangers should expand their vocabulary because using complicated words will impress others	Multiple Choice Single Answer	Easy	91	-
To ensure that meetings are productive and worth the expense involved, _____ is necessary:	Multiple Choice Single Answer	Easy	82	-
In-person meetings are one of the best team building tools	Multiple Choice Single Answer	Easy	82	-
Effectiveness is a superficial quality. It says nothing about whether you are efficient	Multiple Choice Single Answer	Easy	55	-
A topic sentence explains what the paragraph is all about	Multiple Choice Single Answer	Easy	97	-
Effective teamwork is everyone's shared responsibility, from CEOs and managers to individual team members	Multiple Choice Single Answer	Easy	100	-
Select the option that best describes teamwork	Multiple Choice Single Answer	Easy	91	-
_____, is not a type of arrangement for a meeting:	Multiple Choice Single Answer	Easy	100	-
Meeting agreements or guidelines can make a minute-taker's job much easier, particularly if the chair or several members of the meeting team are new and not aware of their responsibilities within the group	Multiple Choice Single Answer	Easy	100	-
The date and place of a meeting cannot affect whether the participants are able to attend or not	Multiple Choice Single Answer	Easy	75	-
Creativity is:	Multiple Choice Single Answer	Easy	-	-
_____ normally restates all motions before a	Multiple Choice Single Answer	Easy	50	5

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vote is taken and then states the outcome				
Creativity is characterised by:	Multiple Choice Single Answer	Easy	-	-
It is important that you organise the agenda before the meeting, in order to ensure that the meeting has appropriate structure	Multiple Choice Single Answer	Easy	100	-
Lateral thinking is	Multiple Choice Single Answer	Easy	-	-
While it is not easy to write effectively, the task will be less difficult if you ..... well.	Multiple Choice Single Answer	Easy	68	-
Managers spend their time writing memos, letters and reports.	Multiple Choice Single Answer	Easy	77	-
Email communication is meant to be sent internally only..	Multiple Choice Single Answer	Easy	92	-
Online Shopping and Online Auctions are examples of E -Commerce?	Multiple Choice Single Answer	Easy	-	-
Identify the false statement about meeting minutes	Multiple Choice Single Answer	Easy	78	-
For questions about privacy, it can be preferable during a meeting to write the minutes rather than record the whole discussion	Multiple Choice Single Answer	Easy	100	-
The 'minutes' in meeting minutes, have nothing to do with time, but with 'small'	Multiple Choice Single Answer	Easy	100	-
Using technical jargon in your business writing is more effective as it also shows that you have a high level of intelligence	Multiple Choice Single Answer	Easy	81	-
E - Commerce is divided into four main types namely	Multiple Choice Single Answer	Easy	-	-
The role of minutes is very important for participants present and absent during a meeting because _____:	Multiple Choice Single Answer	Easy	89	-
Listening means to understand all that the meeting's participants say when they speak and mentally anticipating the speakers' phrases or what we think they will say	Multiple Choice Single Answer	Easy	89	-
An importance of creative thinking is:	Multiple Choice Single Answer	Easy	-	-
A characteristic of an open-minded person is:	Multiple Choice Single Answer	Easy	-	-
When in doubt you should keep the tone of your written business communication formal	Multiple Choice Single Answer	Easy	100	-
There are five important steps when setting up an E - Commerce website namely	Multiple Choice Single Answer	Easy	-	-
When sending an email to an Executive, ensure that its long, in-depth and covers your areas of interest	Multiple Choice Single Answer	Easy	89	-
Select the incorrect characteristic of creative thinkers:	Multiple Choice Single Answer	Easy	-	-
Being a minute-taker can	Multiple Choice Single Answer	Easy	100	-
The role of minute taker is confined to that of just attending the meeting	Multiple Choice Single Answer	Easy	86	-
A willingness to change means:	Multiple Choice Single Answer	Easy	-	-

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It is better to use the letter " for " you in business communication as it will save you time	Multiple Choice Single Answer	Easy	98	-
E - Commerce is divided into four main types namely	Multiple Choice Single Answer	Easy	-	-
Select the correct statement about why creative thinking is important:	Multiple Choice Single Answer	Easy	-	-
Always format your document with bullets and bolds to ensure the readers eye fall on important information	Multiple Choice Single Answer	Easy	87	-
_____ transactions between businesses, such as a manufacturer and a wholesaler.	Multiple Choice Single Answer	Easy	-	-
According to Robert's Rules of Order, if the chair is absent and there is no vice-chair, the secretary should call the meeting to order and preside over it until the meeting elects a chair pro tem (for the time being)	Multiple Choice Single Answer	Easy	100	-
Minutes should be a record of the facts of the meeting; they must not be tainted by biases or judgments	Multiple Choice Single Answer	Easy	100	-
This is the standard format which a minute taker must use to present their minutes	Multiple Choice Single Answer	Easy	14	-
There are five important steps when setting up an E - Commerce website namely:	Multiple Choice Single Answer	Easy	-	-
Search Engine Optimization (SEO) traffic comes from unpaid results on search engines such as Google and Yahoo.	Multiple Choice Single Answer	Easy	-	-
_____ minutes are best suited for meetings that operate in a purely conversational manner	Multiple Choice Single Answer	Easy	40	-
At the beginning of the meeting, the minute-taker will ask the members to approve or amend the minutes of the last meeting	Multiple Choice Single Answer	Easy	60	-
Which is not part to a business letter?	Multiple Choice Single Answer	Easy	89	-
If the report contains a statement of opinion and facts, and concludes with resolutions, then you should record that the report was "adopted"; or "accepted." A report could also be "considered"; if the group wants to look at it further	Multiple Choice Single Answer	Easy	100	-
Which option below is not an example of a motion?	Multiple Choice Single Answer	Easy	20	-
What part to a business letter comes after the body?	Multiple Choice Single Answer	Easy	86	-
A treasurer's annual report should be in written form and should be audited. Then a motion or a vote are required on accepting the auditor's report	Multiple Choice Single Answer	Easy	60	-
Select any of the appropriate porter's five forces	Multiple Choice Single Answer	Easy	-	-
The Four P's consists of Products, Price, Promotion and Personnel.	Multiple Choice Single Answer	Easy	-	-
The SWOT Analysis Stands for Strength, Weakness, Opportunities and Threats.	Multiple Choice Single Answer	Easy	-	-
A safety culture _____:	Multiple Choice Single Answer	Easy	50	-
What do you write in the salutation, if you don't know an exact name.	Multiple Choice Single Answer	Easy	96	-
Managers can personalise the impact of an employee injury	Multiple Choice Single Answer	Easy	-	-

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or death by communicating:&nbsp;&nbsp;the personal impact of the risks of a process or distinct task when an individual is injured or becomes ill; or if his or her actions (or lack of them) cause injury, illness or death to an employee;				
Ownership is one of the dispensable cornerstones of a successful safety culture;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The pillars for Marketing Strategy consist of ?	Multiple Choice Single Answer	Easy	-	-
At a safe workplace, people will:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Active and better listening can happen by mirroring (matching/copying language and body language), reflecting (confirming understanding by repeating key points in sender's message), and paraphrasing (summarising what has been said to confirm shared understanding);&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Digital Marketing focuses on the services of business to customers	Multiple Choice Single Answer	Easy	-	-
The Occupational Health and Safety Act (OHSA) was instituted in 1994 in South Africa.&nbsp; The regulations in the Act give guidelines on things such as:&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Occupational Health and Safety Act (OHSA) covers all workers, including farm workers, domestic workers and government workers	Multiple Choice Single Answer	Easy	-	-
The Key concepts in Market Research are:	Multiple Choice Single Answer	Easy	-	-
The Chief Inspector can ask any employer for a report of safety precautions	Multiple Choice Single Answer	Easy	-	-
What is not a goal of an organisation's Occupational Health and Safety Plan?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Employers need to comply with minimum standard legislation but the employer also have the right to set a better standard for their particular business;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Market Research has two primarily functions namely; Primary and Secondary Research.	Multiple Choice Single Answer	Easy	-	-
When creating a safety committee various elements must be considered. The element of _____ includes a written record of the meeting's proceedings prepared by the committee's designated secretary:&nbsp;	Multiple Choice Single Answer	Easy	-	-
A safety moment is five minutes out of your day or at the start of your meeting where you and your team can think about something that promotes safe behaviours;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The steering committee can act as a mentor for the safety committee, providing guidance and resources and has more executive power, enabling the safety committee to do more:	Multiple Choice Single Answer	Easy	-	-
What is Sampling?	Multiple Choice Single Answer	Easy	-	-
Online tools allow you to track competitors, staff and products.	Multiple Choice Single Answer	Easy	-	-
There are four different types of searches that you can use to track relevant brands namely:	Multiple Choice Single Answer	Easy	-	-
What is one reason you can write a business letter	Multiple Choice Single Answer	Easy	98	-
Having all health and safety committee members been appointed in writing is:&nbsp;	Multiple Choice Single Answer	Easy	-	-

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Opening meetings with personal reflections or exercises before the traditional reading of minutes; using occasional guest speakers; and scheduling some meetings at a nearby restaurant, museum or park are suggestions to vary meetings:	Multiple Choice Single Answer	Easy	-	-
Monitoring the workplace for recurrences of the incident falls under the incident investigation step of:	Multiple Choice Single Answer	Easy	-	-
Employees are required to report near misses as soon as they occur;	Multiple Choice Single Answer	Easy	-	-
An incident  is defined as "an unsafe condition or practice that could result in an injury, illness, or damage to property or the environment";	Multiple Choice Single Answer	Easy	-	-
Exposure to illnesses, sick buildings (i.e., those with mould or toxins) is a/an _____ hazard:	Multiple Choice Single Answer	Easy	-	-
Engineering Controls add safety elements into the design of the hazard;	Multiple Choice Single Answer	Easy	-	-
Online UX can be divided into two sections namely: Function UX and Design UX	Multiple Choice Single Answer	Easy	-	-
Good UX is an excellent way to give yo u	Multiple Choice Single Answer	Easy	-	-
Maintaining essential health and safety records will aid:	Multiple Choice Single Answer	Easy	-	-
There are several factors that influence UX select from the options below;	Multiple Choice Single Answer	Easy	-	-
In a written safety program, accountability is key;	Multiple Choice Single Answer	Easy	-	-
Safety programs should not just be written; each employee should be given a copy of the safety program and should sign to show that a copy was received;	Multiple Choice Single Answer	Easy	-	-
Give a short definition of "Design Thinking";	Multiple Choice Single Answer	Easy	31	-
Hazard identification will also need to be reviewed annually, or when there is:	Multiple Choice Single Answer	Easy	-	-
Native and web applications are one of the principles of Universal Mobile UX.	Multiple Choice Single Answer	Easy	-	-
Implementing a workplace safety program requires training your employees in the process of accident prevention and documenting your program;	Multiple Choice Single Answer	Easy	-	-
The design-thinking framework follows an overall flow of three main subsets. Choose the correct combination below	Multiple Choice Single Answer	Easy	94	-
Design thinking is	Multiple Choice Single Answer	Easy	100	-
There is some key "don'ts" when building a user friendly website such as	Multiple Choice Single Answer	Easy	-	-
Tick the one with all five correct answers	Multiple Choice Single Answer	Easy	94	-
Indicate whether the following statement is true or false (1) "The five phases of design thinking are always sequential	Multiple Choice Single Answer	Easy	100	-
Indicate whether the following statement is true or false (1) "Design Thinking is often referred to as "outside the box" thinking, as designers are attempting to develop new ways of thinking that do not abide by the dominant or more common problem-solving methods.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Indicate whether the following statement is true or false? (1) "Design thinking is merely a converging process"	Multiple Choice Single Answer	Easy	77	-
Indicate whether the following statement is true or false? (1) "Building a prototype is not a subset of the 4 principles of design thinking"	Multiple Choice Single Answer	Easy	62	-
What is the name and address you are writing to called?	Multiple Choice Single Answer	Easy	91	-
Relevant keyword terms or phrases should be used for search engines such as:	Multiple Choice Single Answer	Easy	-	-
The Domain name is your page title	Multiple Choice Single Answer	Easy	-	-
Information on your slide should be small font size	Multiple Choice Single Answer	Easy	95	-
Images, video and other digital assets should also be optimised with the relevant keywords.	Multiple Choice Single Answer	Easy	-	-
On-page optimization is one of the main strategies for SEO.	Multiple Choice Single Answer	Easy	-	-
You should use a lot of animations and visuals in your presentation to keep your audience engaged.	Multiple Choice Single Answer	Easy	73	-
It is okay to mumble when presenting as this will keep the learners focussed to your presentation	Multiple Choice Single Answer	Easy	95	-
It is a good idea to read to your audience when you are presenting	Multiple Choice Single Answer	Easy	73	-
Your poise should be confident and relaxed when presenting	Multiple Choice Single Answer	Easy	98	-
When writing for your audience you have to consider the following:	Multiple Choice Single Answer	Easy	-	-
A linear copy is one of the types for Web Copy	Multiple Choice Single Answer	Easy	-	-
_____ is a marketing term used in advertising and selling?	Multiple Choice Single Answer	Easy	-	-
Boundaries are set by arrogant individuals who are self-conceited and will not listen to anyone	Multiple Choice Single Answer	Easy	98	-
To communicate and receive messages effectively; content needs to be:	Multiple Choice Single Answer	Easy	-	-
Inappropriate contact is not a boundary violation	Multiple Choice Single Answer	Easy	-	-
Setting boundaries promotes workplace productivity	Multiple Choice Single Answer	Easy	96	-
Social Media allow brands to have conversations with their audiences	Multiple Choice Single Answer	Easy	-	-
Inappropriate contact is not a boundary violation	Multiple Choice Single Answer	Easy	92	-
Feelings of fear, guilty and self-doubt are obstacles to setting boundaries.	Multiple Choice Single Answer	Easy	96	-
A workplace can function adequately with minimum supervision when boundaries are set	Multiple Choice Single Answer	Easy	92	-
On average an individual spends more time writing as opposed to reading	Multiple Choice Single Answer	Easy	76	-
Online advertising consists of many factors such as	Multiple Choice Single Answer	Easy	100	-

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An online newsletter is not a valid channel of communication	Multiple Choice Single Answer	Easy	80	-
Listening to others is also a communication skill	Multiple Choice Single Answer	Easy	96	-
_____ advertisement displayed on the web page it can be a graphical image or animation displayed, that stretches across the top, bottom or sides of a website	Multiple Choice Single Answer	Easy	100	-
A message which is intended to change the behavior and win over hearts is better of delivered through an email	Multiple Choice Single Answer	Easy	88	-
Communication is defined as withholding and cherishing information, ideas and thought	Multiple Choice Single Answer	Easy	80	-
Cost per click is paid by the advertiser to a search engine or another inter net publisher for every time an advertisement clicks on a link.	Multiple Choice Single Answer	Easy	44	-
There are various payment models that can be used for display advertising such as	Multiple Choice Single Answer	Easy	78	-
Define the term Flat Rate or Sponsorship?	Multiple Choice Single Answer	Easy	100	-
Communication that takes place between two individuals.	Multiple Choice Single Answer	Easy	-	-
Social Media channels can be categorized as	Multiple Choice Single Answer	Easy	69	-
_____ that the users can read to learn more about a brand, organization or celebrity.	Multiple Choice Single Answer	Easy	94	-
Communication which is conveyed without having to use words	Multiple Choice Single Answer	Easy	-	-
Communication that takes place when one individual addresses a group of people	Multiple Choice Single Answer	Easy	-	-
Content creation has several types of social media sites such as	Multiple Choice Single Answer	Easy	75	-
Podcasting can be written by one person or by a group or company.	Multiple Choice Single Answer	Easy	63	-
Twitter Analytics will help you find out your that are most favourite.	Multiple Choice Single Answer	Easy	63	-
There are several factors that you can use to solve business challenges for social media such as;	Multiple Choice Single Answer	Easy	75	-
SMART refers to Specific, Measurable, Achievable, Realistic and Time Based	Multiple Choice Single Answer	Easy	56	-
The first step for recovering from an online brand attack is to act immediate	Multiple Choice Single Answer	Easy	69	-
determines how other perceives your business when they search for your brand online.	Multiple Choice Single Answer	Easy	94	-
The visual learning style is for individuals who are fast talkers and very impatient	Multiple Choice Single Answer	Easy	61	-
Reputation management determines on how other perceives your business when they search online for your brand.	Multiple Choice Single Answer	Easy	94	-
Individuals with kinaesthetic style are quick to make decisions	Multiple Choice Single Answer	Easy	73	-
Individuals with the reading style prefer to use words and phrases that evoke images	Multiple Choice Single Answer	Easy	51	-
Individuals with the aural style speak very slowly and they also have poor listening skills	Multiple Choice Single Answer	Easy	92	-

Question	Type	Level	% Correct	#Linked Assessments
Individuals with kinaesthetic style use all senses to engage in learning	Multiple Choice Single Answer	Easy	90	-
Choose characteristic of Communication?	Multiple Choice Single Answer	Easy	50	-
what is Data Mining	Multiple Choice Single Answer	Easy	-	-
What is Big Data?	Multiple Choice Single Answer	Easy	-	-
What are Targets?	Multiple Choice Single Answer	Easy	-	-
Identity Key Listening Skills	Multiple Choice Single Answer	Easy	100	-
What is Data analytics?	Multiple Choice Single Answer	Easy	-	2
The term communication is defined by the imparting of information ,ideas, thoughts and exchanging of information through a relevant medium	Multiple Choice Single Answer	Easy	-	-
To be effective communication has to be unclear and unspecific	Multiple Choice Single Answer	Easy	-	-
What is Quality Score?	Multiple Choice Single Answer	Easy	-	2
What is Language and location targeting?	Multiple Choice Single Answer	Easy	-	-
Components of effective communication from a listener's perspective includes asking questions, listening, restating and confirming	Multiple Choice Single Answer	Easy	-	-
What is Tracking?	Multiple Choice Single Answer	Easy	-	-
What is Ad Text?	Multiple Choice Single Answer	Easy	-	-
What is Pay - Per - Click?	Multiple Choice Single Answer	Easy	-	-
What is The Content Audit?	Multiple Choice Single Answer	Easy	100	-
What is Content marketing?	Multiple Choice Single Answer	Easy	100	-
What is a Persona map?	Multiple Choice Single Answer	Easy	100	-
What is Workflow map?	Multiple Choice Single Answer	Easy	100	2
What is a Content Calendars?	Multiple Choice Single Answer	Easy	100	-
A story about the time you got lost at Disneyland.	Multiple Choice Single Answer	Easy	90	-
A letter to the governor explaining why the tax increase is just a bad idea.	Multiple Choice Single Answer	Easy	73	-
A webpage telling you how to create a webpage.	Multiple Choice Single Answer	Easy	58	-
A paper discussing the after effects of war.	Multiple Choice Single Answer	Easy	53	-
Writing in which you record details of a trip taken.	Multiple Choice Single Answer	Easy	80	5

Question	Type	Level	% Correct	#Linked Assessments
Which is not one of the Three Ps of goal setting?	Multiple Choice Single Answer	Easy	90	-
In the SMART acronym what does the T stand for?	Multiple Choice Single Answer	Easy	94	-
In order for visualization to work, it's necessary that you _____ your goal as much as possible.	Multiple Choice Single Answer	Easy	63	-
When prioritizing your goals it is better to focus on several goals at once.	Multiple Choice Single Answer	Easy	90	-
In which area of your life can goal setting be used?	Multiple Choice Single Answer	Easy	96	-
The 80/20 rule states that 80% of your _____ come from only 20% of your _____.	Multiple Choice Single Answer	Easy	93	-
A deadline to complete a report due next month can be considered Urgent and Important on the Urgent/Important matrix.	Multiple Choice Single Answer	Easy	83	-
Where would having lunch with a coworker fall on the Urgent/Important matrix?	Multiple Choice Single Answer	Easy	74	-
Which of these is the best description of what time management is about?	Multiple Choice Single Answer	Easy	47	-
What is the 80/20 rule also known as?	Multiple Choice Single Answer	Easy	86	-
Which of these is not an example of a Positive No?	Multiple Choice Single Answer	Easy	38	-
What is the hallmark of successful time management?	Multiple Choice Single Answer	Easy	27	-
Which personal development expert believes that when you write down your action list the night before, your subconscious mind focuses on that plan while you sleep?	Multiple Choice Single Answer	Easy	20	-
What does "sand" represent in the Glass Jar approach?	Multiple Choice Single Answer	Easy	27	-
Procrastination is to keep delaying something that must be done, often because it is unpleasant or boring.	Multiple Choice Single Answer	Easy	95	-
People procrastinate because of anxiety.	Multiple Choice Single Answer	Easy	85	-
When delegating you don't have to keep a person's workload in mind.	Multiple Choice Single Answer	Easy	78	-
At first sight, delegation can feel like more hassle than it's worth. By delegating effectively, you can hugely expand the amount of work that you can deliver.	Multiple Choice Single Answer	Easy	81	-
Which one of the following is not a method of overcoming procrastination?	Multiple Choice Single Answer	Easy	47	-
Developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between.	Multiple Choice Single Answer	Easy	96	-
You only get one type of communication which is known as verbal communication.	Multiple Choice Single Answer	Easy	46	-
You only get one type of communication which is known as verbal communication.	Multiple Choice Single Answer	Easy	46	-
Verbal communication consists of body language, eye contact and gestures.	Multiple Choice Single Answer	Easy	32	-
Most of our time is spent listening.	Multiple Choice Single Answer	Easy	38	-

Question	Type	Level	% Correct	#Linked Assessments
Feedback is never part of the communication process.	Multiple Choice Single Answer	Easy	44	-
Conflict refers to some form of friction, or discord arising within a group when the beliefs or actions of one or more members of the group are either resisted by or unacceptable to one or more members of another group.	Multiple Choice Single Answer	Easy	97	-
Conflict within oneself is known as?	Multiple Choice Single Answer	Easy	92	-
Two conflict management styles are avoiding and competing.	Multiple Choice Single Answer	Easy	87	-
Conflict between members of the same group is known as?	Multiple Choice Single Answer	Easy	84	-
There are six steps to Manage & Resolve Conflict?	Multiple Choice Single Answer	Easy	53	-
Crisis management is the application of strategies designed to help an organization/individual deal with a sudden and significant positive event.	Multiple Choice Single Answer	Easy	63	-
The third stage of crisis management is named pre-crisis.	Multiple Choice Single Answer	Easy	87	-
Smoldering and sudden crisis – are two of the many types of crisis you can face.	Multiple Choice Single Answer	Easy	85	-
The last step in handling a crisis is “communicate, communicate, communicate”;	Multiple Choice Single Answer	Easy	78	-
Being transparent is an effective tool of preventing a crisis.	Multiple Choice Single Answer	Easy	98	-
What is not a benefit of brainstorming:	Multiple Choice Single Answer	Easy	89	-
Check question 1	Multiple Choice Single Answer	Easy	-	-
Check question 2	Multiple Choice Single Answer	Easy	-	-
A mind map is created by:	Multiple Choice Single Answer	Easy	98	-
Because the ideas are not criticized or rejected during a brainstorming session, interesting proposals can be refined gradually:	Multiple Choice Single Answer	Easy	98	-
What is a characteristic of mind mapping?	Multiple Choice Single Answer	Easy	88	-
Images are a universal language which can overcome any language barrier:	Multiple Choice Single Answer	Easy	-	-
Images are a universal language which can overcome any language barrier:	Multiple Choice Single Answer	Easy	-	-
Question1	Multiple Choice Single Answer	Easy	-	-
Question2	Multiple Choice Multiple Answer	Easy	-	-
Question3	Match the Column	Easy	-	-
HRM is concerned with the human beings in an organization.	Multiple Choice Single Answer	Easy	100	-
Labour relations is one the three roles of HRM	Multiple Choice Single Answer	Easy	53	-

Question	Type	Level	% Correct	#Linked Assessments
HRM is a process of making the efficient and effective use of human resources so that the set goals are achieved at the expense of human resources.	Multiple Choice Single Answer	Easy	66	-
In an increasingly competitive and knowledge-based world, human capital &ndash; the skills, talents and knowledge of employees is arguably the only sustainable source of competitive advantage for an organization.	Multiple Choice Single Answer	Easy	88	-
Challenges emanating from the external environment do not affect HR at all.	Multiple Choice Single Answer	Easy	34	-
1question validation change	Multiple Choice Single Answer	Easy	-	-
question_2 validation change	Multiple Choice Multiple Answer	Easy	-	-
Question3 validation change page	Match the Column	Easy	-	-
4Question validation change	Short Answer	Easy	-	1
5Question validation changeswe	Long Answer	Easy	-	-
Training and Development &nbsp;	Multiple Choice Single Answer	Easy	47	-
Recruitment and Selection	Multiple Choice Single Answer	Easy	76	-
Human Resource Flow	Multiple Choice Single Answer	Easy	59	-
Reward Systems ;	Multiple Choice Single Answer	Easy	82	-
Human Resource Management	Multiple Choice Single Answer	Easy	35	-
From the list below, identify all duties of the employee.	Multiple Choice Single Answer	Easy	57	-
Internal Candidates ;	Multiple Choice Single Answer	Easy	50	-
Recruitment agencies ;	Multiple Choice Single Answer	Easy	25	-
Online Recruitment &nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	50	-
Educational establishments	Multiple Choice Single Answer	Easy	50	-
Advertising	Multiple Choice Single Answer	Easy	25	-
Training has no implications for productivity, health and safety at work and personal development.	Multiple Choice Single Answer	Easy	100	-
Training and development is at the heart of an organization that seeks continual growth and improvement.	Multiple Choice Single Answer	Easy	100	-
The needs analysis is the final point for all training.	Multiple Choice Single Answer	Easy	75	-
The primary objective of all training is to improve individual and organizational performance.	Multiple Choice Single Answer	Easy	100	-
Learning is a life long journey.	Multiple Choice Single Answer	Easy	100	-
Identify the 5 answers which constitutes an effective	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
performance management system.&nbsp;				
Employee engagement is a positive and negative attitude held by the employee towards the organization and its value.&nbsp;	Multiple Choice Single Answer	Easy	67	-
Managers should promote one-way communication in employee engagement.	Multiple Choice Single Answer	Easy	100	-
Employee engagement requires leadership commitment through establishing clear mission, vision and values	Multiple Choice Single Answer	Easy	100	-
Managers should work out both financial and non-financial benefits for employees who show more engagement in their jobs.	Multiple Choice Single Answer	Easy	100	-
An engaged employee is aware of business context, and works with colleagues to improve performance within the job for the benefit of the organization.	Multiple Choice Single Answer	Easy	100	-
...is some kind of payment made to an employee in cash or kind) in exchange for the services rendered to the organisation.	Multiple Choice Single Answer	Easy	80	-
...comparing the pay system to that of other companies in the industry.	Multiple Choice Single Answer	Easy	80	1
...is composed of anything that can meet the needs of individual employees that an employer is also willing to give to the employee in exchange for the services offered	Multiple Choice Single Answer	Easy	40	-
...measuring the fairness of the pay system on performance of the individual working the same job.	Multiple Choice Single Answer	Easy	80	-
...entails weighing the relative worthiness of a job so that the structure of compensation can be determined.	Multiple Choice Single Answer	Easy	100	-
Unfair dismissal is when a worker intended to or did take part in or supported a strike or protest;	Multiple Choice Single Answer	Easy	75	-
Unfair dismissal is when a worker is moonlighting.	Multiple Choice Single Answer	Easy	50	-
Fair dismissal is when an employee gets pregnant.	Multiple Choice Single Answer	Easy	100	-
Unfair labour practices is when all employees pass a test and all except one are promoted, the employer might be guilty of unfair conduct against that employee	Multiple Choice Single Answer	Easy	100	-
Fair dismissal is a worker intended to or did act against an employer by exercising a right.	Multiple Choice Single Answer	Easy	100	-
Diversity at the workplace fails to create an opportunity for employee's personal growth.	Multiple Choice Single Answer	Easy	86	-
Workplace diversity management could sometimes be very costly.	Multiple Choice Single Answer	Easy	86	-
Talent shortage is one reason to diversify a workforce.	Multiple Choice Single Answer	Easy	100	-
Diversity can only be viewed as only racial or religious differentiation.	Multiple Choice Single Answer	Easy	100	-
Diversity applies to all employees and do not only encompass certain range of differences but the entire spectrum of individual differences that makes people unique.	Multiple Choice Single Answer	Easy	100	-
Question2change	Multiple Choice Multiple Answer	Easy	50	-
Question3update	Match the Column	Easy	100	-
Question4update	Short Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Question1change	Multiple Choice Single Answer	Easy	100	-
People who lived during the stone age lived this kind of life: The invention of metal in the Bronze and Iron Age, meant that humans were able to:	Multiple Choice Single Answer	Easy	89	-
Which of the following is not true about Classical Antiquity:	Multiple Choice Single Answer	Easy	64	-
Medieval Times were:	Multiple Choice Single Answer	Easy	91	-
The following is not true about the Renaissance Period:	Multiple Choice Single Answer	Easy	59	-
The Baroque style was:	Multiple Choice Single Answer	Easy	100	-
The Catholic Church adopted the Baroque style in order to:	Multiple Choice Single Answer	Easy	100	-
Which of the following is not true of Baroque style architecture:	Multiple Choice Single Answer	Easy	100	-
Some characteristics of the art created in the Baroque style include:	Multiple Choice Single Answer	Easy	-	-
The Baroque style interior design is characterized by the use of:	Multiple Choice Single Answer	Easy	-	-
The Industrial Revolution:	Multiple Choice Single Answer	Easy	98	-
Which of the following is not true about Neoclassical architecture?	Multiple Choice Single Answer	Easy	83	-
Interior design in a Neoclassical style involves:	Multiple Choice Single Answer	Easy	69	-
The fashion of the Neoclassical era was characterised by:	Multiple Choice Single Answer	Easy	65	-
The art of the Neoclassical era was characterised by:	Multiple Choice Single Answer	Easy	81	-
Which of the following was not an invention made during this era?	Multiple Choice Single Answer	Easy	96	-
The following is not true of the advertising during Neoclassicism:	Multiple Choice Single Answer	Easy	25	-
The Arts and Crafts Style was influenced by:	Multiple Choice Single Answer	Easy	59	-
The Arts and Crafts era was strictly opposed to the:	Multiple Choice Single Answer	Easy	81	-
William Morris was interested in:	Multiple Choice Single Answer	Easy	86	-
The architecture of the Arts and crafts movement was:	Multiple Choice Single Answer	Easy	51	-
The textile design of the Arts and Crafts movement did not:	Multiple Choice Single Answer	Easy	70	-
The Art Nouveau Period emerged out of the:	Multiple Choice Single Answer	Easy	88	1
The Art Nouveau period of art and design is characterised by:	Multiple Choice Single Answer	Easy	96	1

Question	Type	Level	% Correct	#Linked Assessments
The Art Nouveau period was interested in:	Multiple Choice Single Answer	Easy	72	1
The posters created during the Art Nouveau period were:	Multiple Choice Single Answer	Easy	80	1
The fashion of the Art Nouveau era was:	Multiple Choice Single Answer	Easy	80	1
The Art Deco period was not directly influenced by:	Multiple Choice Single Answer	Easy	69	-
The work of Tamara de Lempicka was not:	Multiple Choice Single Answer	Easy	63	-
The Art Deco movement in architecture included the use of:	Multiple Choice Single Answer	Easy	83	-
The Art Deco movement in design was:	Multiple Choice Single Answer	Easy	71	-
The fashion of the Art Deco era was not:	Multiple Choice Single Answer	Easy	60	-
test	Multiple Choice Single Answer	Easy	100	-
Identify the odd one out:	Multiple Choice Single Answer	Easy	-	-
-----helps in unification of different management functions.	Multiple Choice Single Answer	Easy	-	-
To influence and persuade others -----is important.	Multiple Choice Single Answer	Easy	-	-
A business image can be developed by-----through communication.	Multiple Choice Single Answer	Easy	-	-
The purpose of business communication is-----	Multiple Choice Single Answer	Easy	-	-
Which of the following is not an aspect of feedback in communication	Multiple Choice Single Answer	Easy	89	-
The silent conversations we have with ourselves, which are extremely private and restricted to ourselves.	Multiple Choice Single Answer	Easy	91	-
Includes sounds, words, language, and speech.	Multiple Choice Single Answer	Easy	79	-
Obstacles that prevent correct interpretation of the message.	Multiple Choice Single Answer	Easy	88	-
Is important in a two-way communication.	Multiple Choice Single Answer	Easy	82	-
Which of the following was not invented during the Modern Era?	Multiple Choice Single Answer	Easy	76	-
Which of the following statements is not true about the fashions during the Modern era:	Multiple Choice Single Answer	Easy	55	-
During modern times, graphic design was not:	Multiple Choice Single Answer	Easy	45	-
Which of the following statements about Modern era Interior design is not true:	Multiple Choice Single Answer	Easy	79	-
Modern architecture was based on Le Corbusier Five Points of Architecture. Which one of the below points is incorrect.	Multiple Choice Single Answer	Easy	61	-
Which one is a Characteristics of Communication:	Multiple Choice Single Answer	Easy	95	-
Identity Key Listening Skills:	Multiple Choice Single Answer	Easy	97	-

Question	Type	Level	% Correct	#Linked Assessments
Effective communication from a listener's perspective includes asking questions listening, restating and confirming.	Multiple Choice Single Answer	Easy	97	-
Communication means imparting of information, ideas, thoughts and exchanging of data through a relevant medium.	Multiple Choice Single Answer	Easy	97	-
To be effective, communication has to be:	Multiple Choice Single Answer	Easy	48	-
Identify the odd one out:	Multiple Choice Single Answer	Easy	87	-
-----helps in a unification of different management functions.	Multiple Choice Single Answer	Easy	64	-
To influence and persuade others -----is important.	Multiple Choice Single Answer	Easy	60	-
A business image can be developed by-----through communication.	Multiple Choice Single Answer	Easy	82	-
The purpose of business communication is-----	Multiple Choice Single Answer	Easy	97	-
An entrepreneur is someone who assumes the major risks of a new business by committing which of the following?	Multiple Choice Single Answer	Easy	85	-
Which of the following is not a personal characteristic often found in an entrepreneur?	Multiple Choice Single Answer	Easy	90	-
Which of the following is not a common motivation of an entrepreneur?	Multiple Choice Single Answer	Easy	45	-
Which of the following are risks for entrepreneurs in small business?	Multiple Choice Single Answer	Easy	90	-
Which of the following is a reason why a person might prefer to purchase a franchise rather than open a completely new business?	Multiple Choice Single Answer	Easy	70	-
Feasibility Study	Multiple Choice Single Answer	Easy	92	-
Opportunity	Multiple Choice Single Answer	Easy	83	-
Emotional Intelligence	Multiple Choice Single Answer	Easy	75	-
Leadership	Multiple Choice Single Answer	Easy	67	-
Strategic Differentiation	Multiple Choice Single Answer	Easy	92	-
Identify a type of risk which can affect the interior design of a new business.	Multiple Choice Single Answer	Easy	100	-
The most essential role of the executive summary in the business plan is to:	Multiple Choice Single Answer	Easy	46	-
Which of the following is not considered a key component of a business plan?	Multiple Choice Single Answer	Easy	77	-
Which of the following is not a considered factor in the physical establishment of a business:	Multiple Choice Single Answer	Easy	85	-
Which one of the following is a reason to write a business plan?	Multiple Choice Single Answer	Easy	85	-
Growth does not come with any risk associated with it.	Multiple Choice Single Answer	Easy	100	-
Desire should be reflected in the mission of the enterprise.	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
The direction has to be indicated in the business strategy and must be quantified.	Multiple Choice Single Answer	Easy	92	-
In the breakthrough stage, the entrepreneur may struggle to breakeven as they introduce their products to the market.	Multiple Choice Single Answer	Easy	67	-
Some ventures remain in the maturity phase for a long time.	Multiple Choice Single Answer	Easy	100	-
The maturity stage is the stage in which the product's sales growth speeds up.	Multiple Choice Single Answer	Easy	100	-
A firm that chose the cost leadership strategy aims to increase its production costs so it can deliver superior products.	Multiple Choice Single Answer	Easy	75	-
Qualitative differentiation strategy is characterized by the creation of a product/service which will be perceived as unique by the customers.	Multiple Choice Single Answer	Easy	100	-
The focus strategy focuses on a variety of groups of customers, a variety of a product line or geographic markets.	Multiple Choice Single Answer	Easy	75	-
Continued reduction in costs is a benefit for the reduction in costs.	Multiple Choice Single Answer	Easy	75	-
Qualitative Research	Multiple Choice Single Answer	Easy	50	-
Population	Multiple Choice Single Answer	Easy	88	-
Literature Review	Multiple Choice Single Answer	Easy	100	-
Quantitative Research	Multiple Choice Single Answer	Easy	63	-
Research	Multiple Choice Single Answer	Easy	88	-
Post modernism sought to:	Multiple Choice Single Answer	Easy	89	-
A well-known writer associated with Post-Modernism is:	Multiple Choice Single Answer	Easy	85	-
Post-Modern art was not:	Multiple Choice Single Answer	Easy	67	-
Which graphic designers have worked in the Post-Modern Style?	Multiple Choice Single Answer	Easy	70	-
Post-Modern fashion is a reflection of society; of the thoughts, of the thinkers and philosophers of the time and the movements in art and architecture.	Multiple Choice Single Answer	Easy	100	-
Which is the odd one out?	Multiple Choice Single Answer	Easy	81	-
The characteristics of contemporary architecture include:	Multiple Choice Single Answer	Easy	100	-
Which two styles are often combined into one?	Multiple Choice Single Answer	Easy	58	-
Modern and Contemporary are recognisable for their:	Multiple Choice Single Answer	Easy	81	-
Contemporary interiors lean towards neutrals, greys, black and white colours.	Multiple Choice Single Answer	Easy	96	-
The silent conversations we have with ourselves, which are extremely private and restricted to ourselves.	Multiple Choice Single Answer	Easy	85	-
Communication that takes place between two individuals.	Multiple Choice Single Answer	Easy	92	-

Question	Type	Level	% Correct	#Linked Assessments
Communication which is conveyed without having to use words.	Multiple Choice Single Answer	Easy	85	-
Communication that takes place when one individual addresses a group of people.	Multiple Choice Single Answer	Easy	97	-
Communication involving technological display of information.	Multiple Choice Single Answer	Easy	93	-
The Baroque style was:	Multiple Choice Single Answer	Easy	90	-
The Catholic Church adopted the Baroque style in order to:&nbsp;â€¢â€¢â€¢â€¢â€¢&nbsp;	Multiple Choice Single Answer	Easy	95	-
Which of the following is not true of Baroque style architecture?&nbsp;	Multiple Choice Single Answer	Easy	94	-
Some characteristics of the art created in the Baroque style include:	Multiple Choice Single Answer	Easy	8	-
The Baroque style interior design is characterized by the use of:	Multiple Choice Single Answer	Easy	22	-
_____ is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.	Multiple Choice Single Answer	Easy	96	-
_____ is a temporary endeavour undertaken to achieve a desired outcome.	Multiple Choice Single Answer	Easy	81	-
Which of the following is not normally common in projects?	Multiple Choice Single Answer	Easy	75	-
Which statement best describes a responsibility of the project manager:	Multiple Choice Single Answer	Easy	38	-
Project Performance consists of:	Multiple Choice Single Answer	Easy	99	-
All of the following happen to be in the Initiating Process group except;	Multiple Choice Single Answer	Easy	28	-
_____ is not one of the PMBOK Knowledge areas.&nbsp;	Multiple Choice Single Answer	Easy	56	-
Verify scope is what part of the process&nbsp;group.	Multiple Choice Single Answer	Easy	38	-
Which of the following is not part of the planning process?&nbsp;	Multiple Choice Single Answer	Easy	62	-
The team has&nbsp;completed all&nbsp;design&nbsp;work and is ready to start creating a product. What process group are you in?&nbsp;	Multiple Choice Single Answer	Easy	78	-
The project charter:&nbsp;	Multiple Choice Single Answer	Easy	46	-
The Work Breakdown Structure (WBS):	Multiple Choice Single Answer	Easy	90	-
The Resource and Responsibility Allocation Matrix (RRAM)	Multiple Choice Single Answer	Easy	60	-
The project schedule:	Multiple Choice Single Answer	Easy	80	5
Project management is:	Multiple Choice Single Answer	Easy	97	-
Records provide a&nbsp;history and current status of projects.&nbsp;	Multiple Choice Single Answer	Easy	95	-
Ensuring all project recipients are working to the latest	Multiple Choice Single Answer	Easy	96	-

Question	Type	Level	% Correct	#Linked Assessments
version of documents and drawings or specifications reduces rework and saves time and cost.&nbsp;				
Staff productivity is increased due to the time saved in searching for documents.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	77	-
Document management control should only be done for big projects only.&nbsp;	Multiple Choice Single Answer	Easy	97	-
Records are not considered important when preparing tax returns.&nbsp;	Multiple Choice Single Answer	Easy	98	-
The essence of positive&nbsp;team&nbsp;synergy can be found in the phrase:&nbsp;	Multiple Choice Single Answer	Easy	32	-
Which of the following is commonly associated with high-performing project teams?	Multiple Choice Single Answer	Easy	72	-
During which stage of team development do members&nbsp;express their individual opinions and perceptions about how the team should work together&nbsp;	Multiple Choice Single Answer	Easy	76	-
During which stage of team development do close relationships develop and the group demonstrates cohesiveness?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	76	-
&nbs;During which stage of team development is the team fully functional and accepted?&nbs;&nbs;	Multiple Choice Single Answer	Easy	89	-
Primary Stakeholders:	Multiple Choice Single Answer	Easy	67	-
Key stakeholders&nbs;	Multiple Choice Single Answer	Easy	42	-
Secondary Stakeholders	Multiple Choice Single Answer	Easy	69	-
Comprehension	Multiple Choice Single Answer	Easy	74	-
Principles of stakeholder management.	Multiple Choice Single Answer	Easy	68	-
...is essential wherever there is group activity.	Multiple Choice Single Answer	Easy	100	-
One who gets things done through the efforts of others is known as...	Multiple Choice Single Answer	Easy	100	-
Management aims at getting.....results with minimum efforts and cost.	Multiple Choice Single Answer	Easy	100	-
Management aims at achieving a definite...	Multiple Choice Single Answer	Easy	100	-
When manager selects a course of action from a number of alternatives, it is known as...	Multiple Choice Single Answer	Easy	100	-
Planning helps management to set goals that are realistic and achievable by continuously searching for better ways of doing things to produce better results.&nbs;	Multiple Choice Single Answer	Easy	100	-
Strategic&nbs;plans are established for the purpose of dealing with shorter time goals and they have limited constraints than strategic plans.	Multiple Choice Single Answer	Easy	71	-
The goal setting&nbs;process discussion&nbs;does not involve subordinates.&nbs;	Multiple Choice Single Answer	Easy	100	-
A subordinate's progress needs to be measured periodically and checkpoints need to be established for planning purposes.	Multiple Choice Single Answer	Easy	100	-
Planning is the midlevel point of the management process.	Multiple Choice Single Answer	Easy	57	-

Question	Type	Level	% Correct	#Linked Assessments
Division of work;	Multiple Choice Single Answer	Easy	80	-
Span of control;	Multiple Choice Single Answer	Easy	80	-
Chain of command;	Multiple Choice Single Answer	Easy	80	-
Unity of Command;	Multiple Choice Single Answer	Easy	60	-
Power;	Multiple Choice Single Answer	Easy	80	-
The leader does things right.	Multiple Choice Single Answer	Easy	63	-
The leader has the eye always on the bottom-line.	Multiple Choice Single Answer	Easy	63	-
The manager relies in control.	Multiple Choice Single Answer	Easy	100	-
The manager is a copy.	Multiple Choice Single Answer	Easy	63	-
The leader has a short-range view.	Multiple Choice Single Answer	Easy	50	-
Choose the characteristics of an effective control system.	Multiple Choice Single Answer	Easy	57	-
Choose Maslow's hierarchy of needs in ascending order.	Multiple Choice Single Answer	Easy	100	-
Size restricted;	Multiple Choice Single Answer	Easy	75	-
Characterised by inequality;	Multiple Choice Single Answer	Easy	50	-
Shared mission and responsibility;	Multiple Choice Single Answer	Easy	100	-
Synergy not visible	Multiple Choice Single Answer	Easy	100	-
Mutually and individually accountable	Multiple Choice Single Answer	Easy	100	-
Identify the areas for corporate social responsibility.	Multiple Choice Single Answer	Easy	100	-
An entrepreneur is someone who assumes the major risks of a new business by committing which of the following?	Multiple Choice Single Answer	Easy	64	-
Which of the following is not a personal characteristic often found in an entrepreneur?	Multiple Choice Single Answer	Easy	100	-
&nbsp;Which of the following is not a common motivation of an entrepreneur?	Multiple Choice Single Answer	Easy	27	-
Which of the following are risks for entrepreneurs in small business?	Multiple Choice Single Answer	Easy	82	-
Which of the following is a reason why a person might prefer to purchase a franchise rather than open a completely new business?	Multiple Choice Single Answer	Easy	-	-
Managers find it challenging to quickly respond to change for many reasons such as mistrust, internal politics, fear of losing a job and poor communication.	Multiple Choice Single Answer	Easy	100	-
A&nbs;change&nbs;occurring&nbs;in one environmental,&nbs;does&nbs;causes a change in another	Multiple Choice Single Answer	Easy	67	-

Question	Type	Level	% Correct	#Linked Assessments
area.				
Individual perceptions do not play a major role in the way change could be resisted.	Multiple Choice Single Answer	Easy	100	-
Resisting change is not natural to the human race; as they have a brain.	Multiple Choice Single Answer	Easy	33	-
New ideas and better strategies can have a positive effect on culture change;	Multiple Choice Single Answer	Easy	100	-
Diversity at the workplace fails to create an opportunity for employee's personal growth.	Multiple Choice Single Answer	Easy	50	-
Talent shortage is one reason to diversify a workforce.	Multiple Choice Single Answer	Easy	100	-
Diversity can only be viewed as only racial or religious differentiation.	Multiple Choice Single Answer	Easy	100	-
Diversity applies to all employees and does not only encompass a certain range of differences but the entire spectrum of individual differences that make people unique.	Multiple Choice Single Answer	Easy	100	-
It is generally agreed that the role of strategy is to:	Multiple Choice Single Answer	Easy	-	-
Strategy has its antecedents in:	Multiple Choice Single Answer	Easy	-	-
Decisions regarding which industries to compete in are the concern of:	Multiple Choice Single Answer	Easy	-	-
Competitive strategy is also known as:	Multiple Choice Single Answer	Easy	100	-
Which of the below may not be an obstacle to strategy implementation according to:	Multiple Choice Single Answer	Easy	100	-
How is the weather?	Multiple Choice Single Answer	Easy	50	-
What are your favourite colours?	Multiple Choice Multiple Answer	Easy	50	-
You have a key network administrator leave a company. Therefore, what does the company depend on to continue to use the network?	Multiple Choice Single Answer	Easy	-	-
You have a key network administrator leave a company. Therefore, what does the company depend on to continue to use the network?	Multiple Choice Single Answer	Easy	-	-
You have a key network administrator leave a company. Therefore, what does the company depend on to continue to use the network?	Multiple Choice Single Answer	Easy	-	-
What is the most common central device used today to connect computers to a network?	Multiple Choice Single Answer	Easy	-	-
What is the most common central device used today to connect computers to a network?	Multiple Choice Single Answer	Easy	-	-
What is the most common central device used today to connect computers to a network?	Multiple Choice Single Answer	Easy	-	-
What is the most common adapter or connector used to connect a computer to a wired network?	Multiple Choice Single Answer	Easy	-	-
What is the most common adapter or connector used to connect a computer to a wired network?	Multiple Choice Single Answer	Easy	-	-
What is the most common adapter or connector used to connect a computer to a wired network?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
In which climate are softwoods grown?	Multiple Choice Single Answer	Easy	42	-
Why is hardwood generally more expensive than softwood?	Multiple Choice Single Answer	Easy	75	-
By which other name is Chipboard is also known as:	Multiple Choice Single Answer	Easy	58	-
Pine is a general term given to which types of wood?	Multiple Choice Single Answer	Easy	100	-
In what format do you find Manufactured wood?	Multiple Choice Single Answer	Easy	92	-
Why are water-based finishes better for use on pale or blonde woods?	Multiple Choice Single Answer	Easy	67	-
Epoxy and resin flooring are types of &lsquo;poured flooring&rsquo; solutions.	Multiple Choice Single Answer	Easy	100	-
Terrazzo is a material made by combining a liquid resin and hardner.	Multiple Choice Single Answer	Easy	71	-
Concrete comes in a grey colour and cannot be stained or tinted with a pigment.	Multiple Choice Single Answer	Easy	100	-
Floor finishes are usually a combination of hard and soft surfaces	Multiple Choice Single Answer	Easy	86	-
Porous stone is impermeable to water and stains.	Multiple Choice Single Answer	Easy	71	-
Marble, stone and slate are natural materials that are quarried from mountains and then cut to various sizes.	Multiple Choice Single Answer	Easy	100	-
Limestone is strong and durable and suitable for high-traffic areas.	Multiple Choice Single Answer	Easy	86	-
Flamed stone has a rough, slip-resistant finish.  Stone floors are installed with adhesive.	Multiple Choice Single Answer	Easy	71	-
Engineered wood will give you the same look and feel like solid wood, but is better for the environment.	Multiple Choice Single Answer	Easy	86	-
Stone floors are installed with adhesive.	Multiple Choice Single Answer	Easy	71	-
Cork is an excellent choice of flooring for which application?	Multiple Choice Single Answer	Easy	100	-
Select a disadvantage of using linoleum?	Multiple Choice Single Answer	Easy	20	-
How many years will vinyl and linoleum last for, if well maintained?	Multiple Choice Single Answer	Easy	70	-
What type of material is vinyl?	Multiple Choice Single Answer	Easy	80	-
Resilient flooring is a term used to describe what kind of flooring?	Multiple Choice Single Answer	Easy	80	-
What thickness is cork flooring supplied in?	Multiple Choice Single Answer	Easy	90	-
Many floor finishes can also be applied to walls.	Multiple Choice Single Answer	Easy	86	-
Binders create the colour in paint ;	Multiple Choice Single Answer	Easy	86	-
Glass and mirrors can be considered to be types of wall treatment ;	Multiple Choice Single Answer	Easy	86	-
Additives can be added to paint to make it more	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
durable.&nbsp;				
Paint colours can be accurately matched using paint index cards and computer programs.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Layers&nbsp;or coats of paint can be applied directly after each other as they will dry instantly.	Multiple Choice Single Answer	Easy	100	-
Primer&nbsp;paint is a hard-wearing paint that has an added hardener.&nbsp;	Multiple Choice Single Answer	Easy	57	-
The surface area that is covered by a wall treatment is known as the &lsquo;rate of coverage&rsquo;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Latex paint gives off a strong odor.&nbsp;	Multiple Choice Single Answer	Easy	86	-
A high gloss sheen will give more reflection off the surface of the wall.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Residential-grade carpets are suitable for low-traffic areas.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Wall to wall carpets come in modular sizes with a PVC backing that can be glued down.&nbsp;	Multiple Choice Single Answer	Easy	71	-
A carpet is defined as a floor covering that lies loosely on the floor surface	Multiple Choice Single Answer	Easy	86	-
Polyester carpets offer great value for money.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Rugs are hand-made floor coverings.&nbsp;	Multiple Choice Single Answer	Easy	43	-
Walk-off mats are used under furniture legs to protect carpet fibers from being crushed.&nbsp;	Multiple Choice Single Answer	Easy	86	-
VOC&rsquo;s are inherent gases released from natural fibers.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Natural fibers are not strong enough to be woven as carpets and are best when used as rugs.&nbsp;	Multiple Choice Single Answer	Easy	100	-
When costing a carpet one only needs to consider the purchasing price of the carpet.&nbsp;	Multiple Choice Single Answer	Easy	57	-
Used carpets and offcuts end up in landfills.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Formica is a brand name for which type of cladding material?&nbsp;	Multiple Choice Single Answer	Easy	83	-
Why is flexible vinyl sheeting welded together when used as wall cladding?&nbsp;	Multiple Choice Single Answer	Easy	67	-
What material does rigid plastic sheeting make a good substitute for?&nbsp;	Multiple Choice Single Answer	Easy	83	-
What method is used to cut patterns out of metal sheets?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Mirror is a type of glass with what&nbsp;kind of&nbsp;back coating?&nbsp;	Multiple Choice Single Answer	Easy	83	-
Mirrors and Glass can scratch easily and should be cleaned with what type of material?&nbsp;	Multiple Choice Single Answer	Easy	100	-
What does the term exposed brickwork refer to?&nbsp;	Multiple Choice Single Answer	Easy	67	-
What is the term used for brick and stone that has been cut into thinner strips for cladding?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Where does brick get its natural color from?&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
After installation, how will stone need to be stone will need to be finished?&nbsp;	Multiple Choice Single Answer	Easy	83	-
Suspended ceilings consist of ceiling boards attached to the roof joists.&nbsp;	Multiple Choice Single Answer	Easy	29	-
Ceiling boards need to be fire resistant.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Ceiling boards that are faced with vinyl need to be painted.&nbsp;	Multiple Choice Single Answer	Easy	57	-
Decorative moldings are an important structural element in any room.&nbsp;	Multiple Choice Single Answer	Easy	86	-
A skirting is a molding used to hang artwork on walls that we do not want to get damaged.&nbsp;	Multiple Choice Single Answer	Easy	86	-
A dado rail is another word used to describe a wainscot.&nbsp;	Multiple Choice Single Answer	Easy	86	-
A door casing will not require a sill or a skirt.&nbsp;	Multiple Choice Single Answer	Easy	71	-
A plate rail can be placed at chair height if it is narrow.&nbsp;	Multiple Choice Single Answer	Easy	86	-
A crown molding is a central molding in the middle of the ceiling.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Decorative moldings can be made from timber.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Mylar is an actual metal that has been used on the decorative surface of the wallpaper.&nbsp;	Multiple Choice Single Answer	Easy	86	-
The decorative surface of the wallpaper may be embossed or beaded.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Wallpaper is applied horizontally from left to right on a wall.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Textile wallcoverings are excellent&nbsp;insulators&nbsp;and sound absorbers.&nbsp;	Multiple Choice Single Answer	Easy	86	-
One of the advantages of wallpaper is that it does not require any surface preparation.&nbsp;	Multiple Choice Single Answer	Easy	86	-
Cork wallpaper is backed with a hard backing which makes it inflexible.	Multiple Choice Single Answer	Easy	86	-
One of the characteristics that define the rating of wallpaper is whether it is water resistant.&nbsp;	Multiple Choice Single Answer	Easy	71	-
Large-scale or contract&nbsp;wallpapers&nbsp;do not have to be cost-effective	Multiple Choice Single Answer	Easy	71	-
Residential&nbsp;wallpaper&nbsp;typically has a &lsquo;Type 1&rsquo; rating which means that it is light duty.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Vinyl is an excellent contract wallcovering.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
What type of tile is terracotta?&nbsp;	Multiple Choice Single Answer	Easy	100	-
When is a protective coating known as a gaze applied to a ceramic tile?&nbsp;	Multiple Choice Single Answer	Easy	43	-
What kind of surface finish do slip-resistant porcelain tiles have?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	86	-
Porcelain tiles have a consistent color because:&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
How are glass tiles manufactured?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
What are concrete tiles that have materials embedded in them known as?&nbsp;	Multiple Choice Single Answer	Easy	86	-
Metal tiles are mostly used in the following application:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which tool do you use to darken a specific area of an image in Photoshop?	Multiple Choice Single Answer	Easy	62	-
What is the difference between the quick selection tool and the magic wand tool in Photoshop?	Multiple Choice Single Answer	Easy	56	-
Which selection tool would you use to create a perfectly round selection area on an image in Photoshop?	Multiple Choice Single Answer	Easy	68	-
What is the history panel in Adobe Photoshop generally used for when editing an image?	Multiple Choice Single Answer	Easy	69	-
What would you click to create a snap shot of specific history states in Adobe Photoshop?	Multiple Choice Single Answer	Easy	69	-
Where do you click to open the colour settings dialog box in Adobe Photoshop CC?	Multiple Choice Single Answer	Easy	72	-
What colour option or tools would you use in Adobe Photoshop to check your designed screen colours before setting up a design file for print?	Multiple Choice Single Answer	Easy	24	-
In which hidden drop down menu would I find my custom shape tool in Adobe Photoshop CC?	Multiple Choice Single Answer	Easy	71	-
What is a typeface?	Multiple Choice Single Answer	Easy	34	-
What do you refer to when you use a type style in Photoshop?	Multiple Choice Single Answer	Easy	44	-
Where do you go in Photoshop to add fonts to your fonts drop down menu?	Multiple Choice Single Answer	Easy	47	-
What would you click to match fonts from an existing image in Photoshop?	Multiple Choice Single Answer	Easy	24	-
Which three options in Photoshop allow you to combine images?	Multiple Choice Single Answer	Easy	52	-
What do you call a series of images from different angles of the same scenery that are combined in Photoshop?	Multiple Choice Single Answer	Easy	43	-
What warnings might appear when you try to apply a filter to a shape that you created in Adobe Photoshop CC?	Multiple Choice Single Answer	Easy	77	-
Which one of the following is not a Photoshop filter option?	Multiple Choice Single Answer	Easy	68	-
How many filter options can be found in the Adobe Photoshop filter gallery?	Multiple Choice Single Answer	Easy	18	-
Which of the following processes comes first when making leather?	Multiple Choice Single Answer	Easy	75	-
In order to make leather belts, which tanning solution should you use?	Multiple Choice Single Answer	Easy	63	-
When was the oldest ceramic artifact found?	Multiple Choice Single Answer	Easy	75	-
When did the Industrial Revolution period start?	Multiple Choice Single Answer	Easy	50	-
When did humans start using gold?	Multiple Choice Single Answer	Easy	88	-

Question	Type	Level	% Correct	#Linked Assessments
Which one of the following describes metals the best?	Multiple Choice Single Answer	Easy	100	-
Metalloids are best known for being?	Multiple Choice Single Answer	Easy	75	-
Which one of the following is a good example of a metalloid?	Multiple Choice Single Answer	Easy	100	-
Which metal is the strongest?	Multiple Choice Single Answer	Easy	88	-
Which metal is the cheapest?	Multiple Choice Single Answer	Easy	88	-
Which varnish is used for extremely shiny furniture?	Multiple Choice Single Answer	Easy	71	-
Which one of the following is classified as a softwood?	Multiple Choice Single Answer	Easy	57	-
Where is Sapwood located in the structure a tree?	Multiple Choice Single Answer	Easy	100	-
What is another name for MDF wood?	Multiple Choice Single Answer	Easy	86	-
Which one of the following is not true about chipwood?	Multiple Choice Single Answer	Easy	71	-
Which one of the following is not true about plywood?	Multiple Choice Single Answer	Easy	86	-
Which of the following statements are true?	Multiple Choice Single Answer	Easy	71	-
When was the term &lsquo;plywood&rsquo; officially coined?	Multiple Choice Single Answer	Easy	57	-
From which trees does softwood come from?	Multiple Choice Single Answer	Easy	86	-
Which one of the following is not true about Shellac coating?	Multiple Choice Single Answer	Easy	100	-
When was synthetic plastic invented?	Multiple Choice Single Answer	Easy	50	-
Which one of the following methods is best suited for large, hollow containers?	Multiple Choice Single Answer	Easy	88	-
Which one of the following is not true about injection molding?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not true about rotomolding?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not true about compression molding?	Multiple Choice Single Answer	Easy	75	-
When was vacuum forming invented?	Multiple Choice Single Answer	Easy	38	-
Which of the following is not true about vacuum forming?	Multiple Choice Single Answer	Easy	63	-
Which is the best molding method for bottles?	Multiple Choice Single Answer	Easy	100	-
Which molding method is mostly used to make car body parts such as fenders?	Multiple Choice Single Answer	Easy	38	-
Which gas is used in structural foam molding?	Multiple Choice Single Answer	Easy	88	-
When did plastic become widespread use for product	Multiple Choice Single Answer	Easy	60	-

Question	Type	Level	% Correct	#Linked Assessments
development?				
In which continent was PET first synthesized?	Multiple Choice Single Answer	Easy	100	-
Which one of the following plastics are the most used in the world?	Multiple Choice Single Answer	Easy	80	-
Which plastic is commonly used for kitchen worktops?	Multiple Choice Single Answer	Easy	100	-
Which of the following is not an example of thermoplastics?	Multiple Choice Single Answer	Easy	100	-
When was PET invented?	Multiple Choice Single Answer	Easy	100	-
When was Teflon invented?	Multiple Choice Single Answer	Easy	100	-
Which was the first plastic in the US to sell more than a billion pounds per year?	Multiple Choice Single Answer	Easy	40	-
What is the recycling code for PVC?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is most suited for grocery plastic bags?	Multiple Choice Single Answer	Easy	40	-
Which manufacturing methods do not contribute to global warming?	Multiple Choice Single Answer	Easy	64	-
Which of the following gases contributes most to global warming?	Multiple Choice Single Answer	Easy	100	-
Which one of the following countries produces the most carbon dioxide?	Multiple Choice Single Answer	Easy	100	-
Which of the following sectors produces the most greenhouse gases?	Multiple Choice Single Answer	Easy	27	-
What is the greenhouse effect?	Multiple Choice Single Answer	Easy	36	-
Which one of the following lightbulbs use the least energy?	Multiple Choice Single Answer	Easy	36	-
How long does it take for carbon dioxide to disperse in the atmosphere?	Multiple Choice Single Answer	Easy	91	-
Which one of the following are the most eco-friendly materials?	Multiple Choice Single Answer	Easy	100	-
Which one of the followings is a low-carbon energy source?	Multiple Choice Single Answer	Easy	91	-
Which one of the following is not a sustainable energy source?	Multiple Choice Single Answer	Easy	100	-
What does the abbreviation OS mean?	Multiple Choice Single Answer	Easy	100	-
Which one of the following cannot be 3D printed?	Multiple Choice Single Answer	Easy	57	-
When was the first fastest computer invented?	Multiple Choice Single Answer	Easy	36	-
What percentage of people is connected to the internet?	Multiple Choice Single Answer	Easy	29	-
When was the first computer invented?	Multiple Choice Single Answer	Easy	43	-
What is the expected percentage of people losing their jobs because of automation?	Multiple Choice Single Answer	Easy	93	-

Question	Type	Level	% Correct	#Linked Assessments
Which one of the following statements is not true about digitizing health?	Multiple Choice Single Answer	Easy	21	-
When was the first successful 3D printed spine implant?	Multiple Choice Single Answer	Easy	93	-
The inner flat planes of a 3D model are called?	Multiple Choice Single Answer	Easy	79	-
What was one of the first IoT (Internet of Things) device?	Multiple Choice Single Answer	Easy	79	-
When was 3D printing developed?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is not true about the mass production?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is applicable to customization?	Multiple Choice Single Answer	Easy	100	-
Why would you choose a continuous process method?	Multiple Choice Single Answer	Easy	75	-
Which of the following is not a molding method?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is not a subtractive manufacturing method?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not a joining method?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not true about CNC cutting?	Multiple Choice Single Answer	Easy	75	-
What does CNC stand for?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not true about laser cutters?	Multiple Choice Single Answer	Easy	75	-
When was the term &lsquo;smart materials&rsquo; coined?	Multiple Choice Single Answer	Easy	100	-
Which one of the different types of smart materials are used in microphones?	Multiple Choice Single Answer	Easy	100	-
Which one of the following smart materials are used in LCD screens?	Multiple Choice Single Answer	Easy	75	-
Which of the following smart materials are used to indicate corrosion, if painted on metals?	Multiple Choice Single Answer	Easy	75	-
Which of the following materials are used in car exteriors?	Multiple Choice Single Answer	Easy	75	-
Which of the following is not a property of smart materials?	Multiple Choice Single Answer	Easy	50	-
What does the abbreviation of LCD stand for?	Multiple Choice Single Answer	Easy	100	-
What does the abbreviation SMA stand for?	Multiple Choice Single Answer	Easy	100	-
What material is primarily used in SMA?	Multiple Choice Single Answer	Easy	100	-
In which sector are smart materials implemented the most?	Multiple Choice Single Answer	Easy	75	-
What is artificial intelligence?	Multiple Choice Single Answer	Easy	18	-
What is the term used to describe the judgmental part of	Multiple Choice Single Answer	Easy	73	-

Question	Type	Level	% Correct	#Linked Assessments
problem-solving?				
What is the AI technique called that allows computers to understand associations and relations between objects?	Multiple Choice Single Answer	Easy	9	-
How is heuristic knowledge gained?	Multiple Choice Single Answer	Easy	100	-
Which one of the following statements is not true about robots?	Multiple Choice Single Answer	Easy	82	-
Which one of the following smartphone applications do not contain AI?	Multiple Choice Single Answer	Easy	91	-
Which field investigates the mechanics of human intelligence?	Multiple Choice Single Answer	Easy	91	-
What is the stage called where the first connection is made to a possible solution during problem-solving?	Multiple Choice Single Answer	Easy	27	-
What is it called when information is sent from robot sensors to the robot controller?	Multiple Choice Single Answer	Easy	91	-
Which one of the following places is least likely to include operational robots?	Multiple Choice Single Answer	Easy	91	-
When did VR first start appearing?	Multiple Choice Single Answer	Easy	92	-
Which one of the following is not sensory displays of VR?	Multiple Choice Single Answer	Easy	77	-
Which one of the following not an example of VR input devices?	Multiple Choice Single Answer	Easy	62	-
Which one of the following is not a semi-immersive VR system?	Multiple Choice Single Answer	Easy	85	-
Which one of the following industries will least likely benefit from VR?	Multiple Choice Single Answer	Easy	46	-
When did AR make its first appearance?	Multiple Choice Single Answer	Easy	8	-
Which one of the following systems keep track of position?	Multiple Choice Single Answer	Easy	15	-
Which one of the following is not part of tracking systems?	Multiple Choice Single Answer	Easy	23	-
Which one of the following is not part of AR software?	Multiple Choice Single Answer	Easy	15	-
Which game propelled AR into the mainstream?	Multiple Choice Single Answer	Easy	100	-
Which one of the following words do you affiliate with paradigms?	Multiple Choice Single Answer	Easy	80	-
Who defined the term as "a set of rules and regulations that establishes or defines boundaries and tells you how to behave inside those boundaries"?	Multiple Choice Single Answer	Easy	60	-
Complete the following sentence - The Structure and Scientific Revolutions is believed to be the most important book of the?	Multiple Choice Single Answer	Easy	100	-
Complete the following sentence - Kuhn believed that revolutions in science come about as the result of?	Multiple Choice Single Answer	Easy	80	-
What did Newtonian mechanics later become to be?	Multiple Choice Single Answer	Easy	100	-
What is another word for a paradigm?	Multiple Choice Single Answer	Easy	60	-

Question	Type	Level	% Correct	#Linked Assessments
According to Kuhn - what was the cause of a new scientific field?	Multiple Choice Single Answer	Easy	-	-
Which word represents the phrase "to throw the dice"?	Multiple Choice Single Answer	Easy	60	-
What did Kuhn refer an epistemological paradigm to?	Multiple Choice Single Answer	Easy	100	-
When was the biggest paradigm shift in our modern day?	Multiple Choice Single Answer	Easy	20	-
How do ideas in design projects originate according to Kuhn's theory?	Multiple Choice Single Answer	Easy	25	-
Complete the following sentence: Literature of creativity and design often requires a creative idea to be recognized as both?	Multiple Choice Single Answer	Easy	100	-
Choose the one most suited, creative design is a key determination of a nation's?	Multiple Choice Single Answer	Easy	100	-
What are some of the terms used for sudden emerging ideas?	Multiple Choice Single Answer	Easy	88	-
Once a new idea is recognized, how much does it have in common with the previous idea?	Multiple Choice Single Answer	Easy	75	-
What is meant by a creative leap in the theory of this lesson?	Multiple Choice Single Answer	Easy	-	-
When was Kuhn's The Structure of Scientific Revolutions written?	Multiple Choice Single Answer	Easy	100	-
How does Dosi explain technological paradigms according to Kuhn's theory?	Multiple Choice Single Answer	Easy	100	-
That is the first step in the primary design process	Multiple Choice Single Answer	Easy	25	-
What does UCD take into account regarding the target market?	Multiple Choice Single Answer	Easy	88	-
When did the Industrial Revolution initially start?	Multiple Choice Single Answer	Easy	100	-
Why does product / industrial design exist?	Multiple Choice Single Answer	Easy	-	-
What was the budget (percentage wise) for aesthetic features in the 90s?	Multiple Choice Single Answer	Easy	-	-
What does the abbreviation UI stand for?	Multiple Choice Single Answer	Easy	100	-
When did the second wave of the Industrial Revolution start?	Multiple Choice Single Answer	Easy	75	-
Why did people move from small towns to big cities during the Industrial Devolution?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not a reason to design/redesign a product?	Multiple Choice Single Answer	Easy	100	-
Which design consideration deals with the appearance of the product?	Multiple Choice Single Answer	Easy	100	-
Which design consideration deals with the user's optimal experience of the product?	Multiple Choice Single Answer	Easy	100	-
.What does the abbreviation UX mean?	Multiple Choice Single Answer	Easy	100	-
Why is collaboration necessary?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following words described the &quot;supercomplex&quot; notion?	Multiple Choice Single Answer	Easy	75	-
Which one of the following is one of the key features that define design thinking according to Brown?	Multiple Choice Single Answer	Easy	25	-
Who discovered the trend towards democratization of production and its effect on the design field?	Multiple Choice Single Answer	Easy	100	-
Which one of the following prefixes suits the following statement: team members from different disciplines working together on a project?	Multiple Choice Single Answer	Easy	25	-
What can be described as a blend of disciplines where new disciplines are created and formed?	Multiple Choice Single Answer	Easy	-	-
Which one of the following prefixes suit the following statement: where a problem presents a challenge that requires close collaboration between two or more disciplines.	Multiple Choice Single Answer	Easy	50	-
Data collecting is during which phase?	Multiple Choice Single Answer	Easy	75	-
A prototype is a model that?	Multiple Choice Single Answer	Easy	25	-
The scientific method is a/an? (as stated by Kuhn)	Multiple Choice Single Answer	Easy	25	-
Which path did technological advancements follow in the past 50 years, as stated by Satell?	Multiple Choice Single Answer	Easy	100	-
When was the famous reading by Gordon Moore containing Moore&rsquo;s Law written?	Multiple Choice Single Answer	Easy	-	-
What is the solution to insufficient ships?	Multiple Choice Single Answer	Easy	75	-
In which decade were relational databases developed?	Multiple Choice Single Answer	Easy	100	-
What is Apple&rsquo;s most successful platform they use?	Multiple Choice Single Answer	Easy	92	-
When did most of the US rapid productivity growth occur?	Multiple Choice Single Answer	Easy	25	-
Which one of the following is not one of the earliest protocols to use the Internet?	Multiple Choice Single Answer	Easy	92	-
Which three technologies have the most potential to be the most impactful in the future?	Multiple Choice Single Answer	Easy	33	-
What is the main driver for long-term economic growth according to Bostrom?	Multiple Choice Single Answer	Easy	25	-
What is a network called to allow communication within an organization called?	Multiple Choice Single Answer	Easy	83	-
According to Saffo, how many years does it take for an idea to become mainstream?	Multiple Choice Single Answer	Easy	100	-
Which of the following features are not predicted for future wearable technologies?	Multiple Choice Single Answer	Easy	75	-
What revenue is expected in 2020 for the wearable market in the US?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not considered wearable technology?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not a purpose of wearable technology?	Multiple Choice Single Answer	Easy	100	-
Which one of the following sectors cannot implement wearables?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
When was the first ever wearable device invented to help the user with impairments?	Multiple Choice Single Answer	Easy	100	-
When was the first smart ring invented?	Multiple Choice Single Answer	Easy	25	-
When was the first wearable computer invented?	Multiple Choice Single Answer	Easy	75	-
When was the first time technology collaborated with a clothing brand to make a wearable technology?	Multiple Choice Single Answer	Easy	50	-
In which sector is implantables used the most?	Multiple Choice Single Answer	Easy	100	-
Choose the most appropriate definition for a smart tattoo?	Multiple Choice Single Answer	Easy	43	-
Which one of the following is not commonly a feature of an activity tracker?	Multiple Choice Single Answer	Easy	100	-
What does a wearable device need to stand on its own, as a fully functioning device?	Multiple Choice Single Answer	Easy	71	-
Among the various wireless options, which one of the following needs to connect to a smartphone and is the most popular?	Multiple Choice Single Answer	Easy	86	-
When connecting a wearable device to the cloud, what software is required to run a custom service?	Multiple Choice Single Answer	Easy	57	-
Which of the following wearable devices is the best option for a new employee?	Multiple Choice Single Answer	Easy	86	-
Which one of the following wearable technologies is best for quickly transferring data?	Multiple Choice Single Answer	Easy	100	-
Which one of the following wearable devices is specifically for tracking a user's detailed runs?	Multiple Choice Single Answer	Easy	-	-
What is the main objective of remote management?	Multiple Choice Single Answer	Easy	86	-
Which one of the following statements is false?	Multiple Choice Single Answer	Easy	100	-
What was the name of Google's latest wearable device?	Multiple Choice Single Answer	Easy	100	-
A man is wearing an energy harvester that converts his body heat to electric energy, what will it do to his forehead?	Multiple Choice Single Answer	Easy	25	-
Which one of the following is not also known as ergonomic design?	Multiple Choice Single Answer	Easy	75	-
Which one of the following statements is false?	Multiple Choice Single Answer	Easy	100	-
Which one of the following statements is false?	Multiple Choice Single Answer	Easy	50	-
Big data will cause IoT-based data to reach how many by 2020?	Multiple Choice Single Answer	Easy	75	-
Which of the following is an untapped market, which is in need of further exploration?	Multiple Choice Single Answer	Easy	50	-
What does DK stand for, with regards to wearable technology?	Multiple Choice Single Answer	Easy	75	-
What does ML stand for?	Multiple Choice Single Answer	Easy	75	-
Which one of the following applications is great for health care monitoring?	Multiple Choice Single Answer	Easy	75	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following things can be controlled with wearables?	Multiple Choice Single Answer	Easy	100	-
Through which protocol can the previous question things be controlled with?	Multiple Choice Single Answer	Easy	75	-
Which of the following give the most accurate monitoring of your stress levels?	Multiple Choice Single Answer	Easy	100	-
Which one of the following will give you the best analysis of the impact the workout that you have completed?	Multiple Choice Single Answer	Easy	75	-
Which one of the following best promotes efficiency at work?	Multiple Choice Single Answer	Easy	-	-
Who which sector benefits the most out of smartwatches?	Multiple Choice Single Answer	Easy	75	-
What is the most problematic disadvantage of wearable devices?	Multiple Choice Single Answer	Easy	100	-
What can be a possible solution to the above problem?	Multiple Choice Single Answer	Easy	100	-
What is the main concern for insecure data?	Multiple Choice Single Answer	Easy	75	-
Which one of the following is not a predicted feature/characteristic of new wearables?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is not a predicted feature/characteristic of new?	Multiple Choice Single Answer	Easy	75	-
What is the prediction revenue of wearables by 2020?	Multiple Choice Single Answer	Easy	100	-
What were the recorded sales of the fitness trackers market in 2013?	Multiple Choice Single Answer	Easy	75	-
What was the ratio of Fitbit trackers in the market in 2013?	Multiple Choice Single Answer	Easy	100	-
Why is the above statement presumably true?	Multiple Choice Single Answer	Easy	75	-
Why will gym memberships presumably decrease?	Multiple Choice Single Answer	Easy	50	-
What do smart fabrics entail?	Multiple Choice Single Answer	Easy	25	-
When was the term hearables coined?	Multiple Choice Single Answer	Easy	75	-
Which one of the following is not an example of a hearable?	Multiple Choice Single Answer	Easy	100	-
Where are panels and panel groups usually situated within the Illustrator workspace?	Multiple Choice Single Answer	Easy	83	-
What is the white block you illustrate on called in Illustrator?	Multiple Choice Single Answer	Easy	97	-
How can you create a new document in Illustrator?	Multiple Choice Single Answer	Easy	67	-
What file extension does an Illustrator file have?	Multiple Choice Single Answer	Easy	100	-
What is a bounding box?	Multiple Choice Single Answer	Easy	100	-
&nbsp;What is a path made up of?	Multiple Choice Single Answer	Easy	100	-
With the Shape Builder tool, what button do you hold in to	Multiple Choice Single Answer	Easy	76	-

Question	Type	Level	% Correct	#Linked Assessments
exclude or remove shapes from the main shape				
Why would you use the Trace function?	Multiple Choice Single Answer	Easy	90	-
What happens when you press Shift+Alt (Windows) or Shift+Option (macOS) as you resize a shape?	Multiple Choice Single Answer	Easy	92	-
How can you edit individual shapes within a group?	Multiple Choice Single Answer	Easy	79	-
What is the best way to open the Align panel?	Multiple Choice Single Answer	Easy	79	-
The Scissors tool is located with which other tool in the Tools panel?	Multiple Choice Single Answer	Easy	100	-
What does Stroke refer to?	Multiple Choice Single Answer	Easy	87	-
What is a benefit of creating a custom Swatch?	Multiple Choice Single Answer	Easy	57	-
How can you resize an arrowhead once it has been applied to a stroke, without effecting the stroke size?	Multiple Choice Single Answer	Easy	48	-
What is a Gradient?	Multiple Choice Single Answer	Easy	65	-
&nbsp;When choosing to Recolor your artwork what does enabling the Link Harmonies icon do?	Multiple Choice Single Answer	Easy	70	-
How do you create Point Type in Illustrator?	Multiple Choice Single Answer	Easy	82	-
How can you insert text from another document into your Illustrator design?	Multiple Choice Single Answer	Easy	59	-
What does text formatting mean?	Multiple Choice Single Answer	Easy	100	-
To ensure that you type along the path and not inside of the shape what do you press on the keyboard before clicking on a path?	Multiple Choice Single Answer	Easy	76	-
What happens to text when you Create Outlines from it?	Multiple Choice Single Answer	Easy	82	-
How can you adjust individual anchor points within a path?	Multiple Choice Single Answer	Easy	71	-
How can you set the options of the Pencil tool?	Multiple Choice Single Answer	Easy	82	-
How can you create a curved path with the Pen tool?	Multiple Choice Single Answer	Easy	71	-
While using the Pen tool, what key do you hold in to change an anchor point from a corner to a curved point?	Multiple Choice Single Answer	Easy	47	-
To create a closed path with the Curvature tool, what do you do?	Multiple Choice Single Answer	Easy	71	-
How can you add an image to your design?	Multiple Choice Single Answer	Easy	95	-
Once an effect has been applied, how do you edit or remove it?	Multiple Choice Single Answer	Easy	63	-
How do you access the Brush libraries in Illustrator?	Multiple Choice Single Answer	Easy	68	-
Which kind of door does one need adequate space for when it is opened?&nbsp;	Multiple Choice Single Answer	Easy	43	-
Which door type is supported by a top and bottom track when	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
opening?				
What is one advantage of sliding folding doors?	Multiple Choice Single Answer	Easy	71	-
Where are revolving doors most commonly found?	Multiple Choice Single Answer	Easy	100	-
What does one find inside a typical solid-core door?	Multiple Choice Single Answer	Easy	86	-
Where are hollow core doors most commonly used?	Multiple Choice Single Answer	Easy	86	-
Glass doors need to be made from what kind of special glass?	Multiple Choice Single Answer	Easy	86	-
What function do fixed windows serve?	Multiple Choice Single Answer	Easy	100	-
Which kind of window swings inwards or outwards like a door?	Multiple Choice Single Answer	Easy	57	-
What are skylights also known as?	Multiple Choice Single Answer	Easy	86	-
Fabric is a type of textile	Multiple Choice Single Answer	Easy	100	-
Examples of animal fibers are wool and silk.	Multiple Choice Single Answer	Easy	67	-
Cotton fabric cannot be machine washed	Multiple Choice Single Answer	Easy	83	-
Silk does not fade or disintegrate in the sun	Multiple Choice Single Answer	Easy	83	-
Wool is considered a luxury fabric	Multiple Choice Single Answer	Easy	100	-
Viscose and Rayon are the same types of fabric	Multiple Choice Single Answer	Easy	83	-
Polyester will stretch and shrink easily	Multiple Choice Single Answer	Easy	83	-
Olefin fabrics cannot be used outdoors.	Multiple Choice Single Answer	Easy	83	-
Vinyl has good stain resistance.	Multiple Choice Single Answer	Easy	100	-
Polycotton is a combination of vinyl and cotton	Multiple Choice Single Answer	Easy	67	-
Shutters work well for privacy and safety.	Multiple Choice Single Answer	Easy	100	-
Loose weave fabric is better at absorbing sound than closely woven fabrics.	Multiple Choice Single Answer	Easy	86	-
Full-length fabrics help to keep warmth inside a room	Multiple Choice Single Answer	Easy	100	-
Shutters are a very modern form of window covering	Multiple Choice Single Answer	Easy	71	-
Horizontal blinds are also known as roller blinds	Multiple Choice Single Answer	Easy	86	-
Vertical blinds do not collect as much dust as horizontal blinds	Multiple Choice Single Answer	Easy	71	-
Roller blinds are very expensive and tricky to install	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
Roman blinds provide good insulation as they are usually lined at the back.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The heading is a term used to describe how the fabric is fixed to the curtain track&nbsp;	Multiple Choice Single Answer	Easy	100	-
Eyelets are used to keep curtains away from the window opening&nbsp;	Multiple Choice Single Answer	Easy	71	-
Fixed furniture is also referred to as:&nbsp;	Multiple Choice Single Answer	Easy	88	-
Doors and drawers require hardware to make them.	Multiple Choice Single Answer	Easy	63	-
Cabinet tops are also sometimes referred to as:&nbsp;	Multiple Choice Single Answer	Easy	38	-
Stone, granite, and marble are good surfaces for which areas:&nbsp;	Multiple Choice Single Answer	Easy	100	-
A chair manufactured for a hotel or restaurant might only need to last:&nbsp;	Multiple Choice Single Answer	Easy	75	-
Bentwood is the art of:&nbsp;	Multiple Choice Single Answer	Easy	88	-
Cane, rush, and rattan can be used to:&nbsp;	Multiple Choice Single Answer	Easy	88	-
What is the best type of metal furniture for outdoor use:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Plastic can be dangerous because:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Upholstered furniture is considered more comfortable because of it:&nbsp;	Multiple Choice Single Answer	Easy	88	-
Efficient spatial planning is one way in which building materials and resources can be kept to a minimum.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Efficient spatial planning is one way in which building materials and resources can be kept to a minimum.&nbsp;	Multiple Choice Single Answer	Easy	17	-
Double glazing of windows and doors&nbsp; maximizes energy efficiency.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Bamboo is a sustainable form of flooring.&nbsp;	Multiple Choice Single Answer	Easy	100	-
VOC's are chemicals that can be safely allowed in building materials.	Multiple Choice Single Answer	Easy	100	-
FSC timber is certified as coming from an environmentally sound.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Fluorescent lamps and electrical switches do not contain toxic metal elements.&nbsp;	Multiple Choice Single Answer	Easy	100	-
A renewable material is also considered to be sustainable.&nbsp;	Multiple Choice Single Answer	Easy	33	-
Cradle to cradle is a concept that aims to reduce waste&nbsp;	Multiple Choice Single Answer	Easy	83	-
Low-embodied energy is a term used to describe the energy that a product can absorb&nbsp;	Multiple Choice Single Answer	Easy	67	-
Choose the INCORRECT option.&nbsp; Stress is caused by:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Choose the INCORRECT option.&nbsp; Stress can cause the following physical health issues:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Choose the best description in terms of	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
a trigger related to stress management;				
The formula that may be used when you want to identify your triggers are as follow:	Multiple Choice Single Answer	Easy	-	-
It's important to allocate time on a regular basis to reflect on the past few in order to identify your triggers and to write down the instances when you have experienced high levels of stress.	Multiple Choice Single Answer	Easy	-	-
In terms of stress management, a margin can be defined as:	Multiple Choice Single Answer	Easy	51	-
The following events can contribute towards stress if you don't have a margin. Which option is INCORRECT?	Multiple Choice Single Answer	Easy	82	-
When a specific project will take you 4 months to complete but your client wants you to complete the project in 2 months. It's recommended that you can deal with the situation as follow:	Multiple Choice Single Answer	Easy	62	-
The following skills will assist to reduce stress at work:	Multiple Choice Single Answer	Easy	91	-
It's recommended that you complete your most challenging task;	Multiple Choice Single Answer	Easy	73	-
You tend to be most productive at work if you:	Multiple Choice Single Answer	Easy	78	-
In order to manage your interactions at work you can choose:	Multiple Choice Single Answer	Easy	96	-
You need to proactively connect to people that:	Multiple Choice Single Answer	Easy	87	-
Making positive personal choices do not include:	Multiple Choice Single Answer	Easy	96	-
The best way to describe being mindful are as follow:	Multiple Choice Single Answer	Easy	93	-
One of the steps to follow in order to be mindful includes:	Multiple Choice Single Answer	Easy	96	-
If you are unable to sit down at a quiet place to practice mindfulness, here's an example of practicing mindfulness while you are busy with other activities:	Multiple Choice Single Answer	Easy	93	-
When you find it hard to relax or sleep because your mind is constantly obsessing about a situation, the following technique will work to calm your mind. Indicate the option that is INCORRECT.	Multiple Choice Single Answer	Easy	82	-
The recommended time you spent to practice mindfulness will be:	Multiple Choice Single Answer	Easy	87	-
Choose the correct option:	Multiple Choice Single Answer	Easy	87	-
What is emotional intelligence?	Multiple Choice Single Answer	Easy	-	-
EQ consists of two different components:	Multiple Choice Single Answer	Easy	-	-
Which part of your brain deals with emotions:	Multiple Choice Single Answer	Easy	-	-
Which part of the brain deals with logic and reasoning:	Multiple Choice Single Answer	Easy	-	-
Which part of your brain is constantly scanning your	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
environment for danger;				
&nbsp;Self-awareness can be defined as:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The first step to self-awareness will be to:&nbsp;	Multiple Choice Single Answer	Easy	93	-
Choose the INCORRECT option.&nbsp; Major feelings&nbsp;consist of:&nbsp;	Multiple Choice Single Answer	Easy	93	-
When your emotions take over it can cause&nbsp;_____&nbsp;response:&nbsp;	Multiple Choice Single Answer	Easy	82	-
Having self-control&nbsp;means:&nbsp;	Multiple Choice Single Answer	Easy	67	-
The&nbsp;two important windows for emotional self-control&nbsp;consists of:&nbsp;	Multiple Choice Single Answer	Easy	84	-
When you experience high levels of stress, you may experience _____ .	Multiple Choice Single Answer	Easy	87	-
In order to build awareness for others, you will need to exercise&nbsp;_____&nbsp;	Multiple Choice Single Answer	Easy	80	-
When you set goals you have to:&nbsp;	Multiple Choice Single Answer	Easy	68	-
When you plan your day, you should always create a:&nbsp;	Multiple Choice Single Answer	Easy	91	-
To prioritize you can use the following rule:&nbsp;	Multiple Choice Single Answer	Easy	64	-
When prioritising your tasks you can use&nbsp;_____&nbsp;to create your daily &ldquo;to do list&rdquo;:&nbsp;	Multiple Choice Single Answer	Easy	51	-
During your Einstein window, you should complete the following tasks:&nbsp;	Multiple Choice Single Answer	Easy	87	-
Everyone's Einstein window is:&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	85	-
You need to proactively connect to people that:&nbsp;	Multiple Choice Single Answer	Easy	68	-
Distractions at work can be in the form of:&nbsp;	Multiple Choice Single Answer	Easy	94	-
To avoid distractions during your Einstein window you can:&nbsp;	Multiple Choice Single Answer	Easy	70	-
Choose the INCORRECT option.&nbsp;&nbsp;In order to assess your own time management, you can start by keeping a record of your activities on a daily basis including:&nbsp;	Multiple Choice Single Answer	Easy	68	-
Which option does not form part of the 10 C's for effective business writing:&nbsp;	Multiple Choice Single Answer	Easy	97	-
To keep your communication short and to the point forms part of which C:&nbsp;	Multiple Choice Single Answer	Easy	92	-
To approach people in a natural way, forms part of which C?	Multiple Choice Single Answer	Easy	79	-
Courteous&nbsp;sets:	Multiple Choice Single Answer	Easy	92	-
To ensure your writing is correct, you need to focus on the:&nbsp;	Multiple Choice Single Answer	Easy	58	-
What sets the tone of your email?	Multiple Choice Single Answer	Easy	53	-

Question	Type	Level	% Correct	#Linked Assessments
When writing an email, in the greeting line if you don't know the person well, greet them in a professional manner such as:&nbsp;	Multiple Choice Single Answer	Easy	87	-
It's important that your email signature contains one of the following elements:&nbsp;	Multiple Choice Single Answer	Easy	97	-
Choose the sentence you would use in an email to ensure it includes clear actions:&nbsp;	Multiple Choice Single Answer	Easy	84	-
Before you start writing a report, you should:&nbsp;	Multiple Choice Single Answer	Easy	92	-
Making a decision is when you:&nbsp;	Multiple Choice Single Answer	Easy	74	-
Choose the INCORRECT option: In certain cases, it might be difficult to make decisions if:&nbsp;	Multiple Choice Single Answer	Easy	74	-
Preparing to make a decision consists of:&nbsp;	Multiple Choice Single Answer	Easy	85	-
If your decision will have a financial impact, you would have to:&nbsp;	Multiple Choice Single Answer	Easy	76	-
When you have to communicate your decision, you should include:&nbsp;	Multiple Choice Single Answer	Easy	97	-
The reason why you should communicate your decision is to:&nbsp;	Multiple Choice Single Answer	Easy	50	-
When your decision is being executed, _____ will be responsible to monitor and ensure the decision is executed accordingly.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	29	-
In order to establish if the decision is positive, you should:&nbsp;	Multiple Choice Single Answer	Easy	71	-
We have _____ different decision making styles:&nbsp;	Multiple Choice Single Answer	Easy	91	-
Which one is NOT one of the decisions making styles?&nbsp;	Multiple Choice Single Answer	Easy	85	-
A line is defined as a mark with length and direction.	Multiple Choice Single Answer	Easy	100	-
Vertical lines can make a room seem wider.	Multiple Choice Single Answer	Easy	68	-
Diagonal lines run horizontal with the earth and horizon.	Multiple Choice Single Answer	Easy	79	-
Contour lines define an edge of something.	Multiple Choice Single Answer	Easy	96	-
Lines that guide the eye of the viewer to a focal point are known as leading lines.	Multiple Choice Single Answer	Easy	89	-
Smooth or rough lines are referred to as line quality.	Multiple Choice Single Answer	Easy	54	-
Lines can be used to create light or dark areas.	Multiple Choice Single Answer	Easy	82	-
Curved lines can only follow geometric principals.	Multiple Choice Single Answer	Easy	86	-
Diagonal lines are also known as chevron patterns.	Multiple Choice Single Answer	Easy	57	-
Hatched lines cross over each other to create texture.	Multiple Choice Single Answer	Easy	14	-

Question	Type	Level	% Correct	#Linked Assessments
Shape is a &hellip;&hellip;&hellip;&hellip;&hellip;- dimensional element?	Multiple Choice Single Answer	Easy	83	-
Geometric shapes are typically&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;?	Multiple Choice Single Answer	Easy	88	-
An example of an organic shape is a&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;?	Multiple Choice Single Answer	Easy	92	-
Positive space refers to the area&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;?	Multiple Choice Single Answer	Easy	92	-
Which shapes have one or more sharp angles and imply masculinity?	Multiple Choice Single Answer	Easy	100	-
Which types of shapes can be produced easily?	Multiple Choice Single Answer	Easy	63	-
The built environment is dominated by what kind of shapes?	Multiple Choice Single Answer	Easy	75	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip; are examples of geometric shapes found in nature.	Multiple Choice Single Answer	Easy	83	-
Triangles pointing downward suggest &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..	Multiple Choice Single Answer	Easy	83	-
Apart from having a religious connotation, crosses can represent a &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip; answer to a question.	Multiple Choice Single Answer	Easy	75	-
Name an example of a form:	Multiple Choice Single Answer	Easy	92	-
What do we call forms that are based on mathematical calculations?	Multiple Choice Single Answer	Easy	100	-
What is a term used to describe a three-dimensional artwork.	Multiple Choice Single Answer	Easy	88	-
Form is a &hellip;&hellip;&hellip;&hellip;&hellip;&hellip; shape that can be measured in terms of space and volume	Multiple Choice Single Answer	Easy	96	-
What is another name used to describe organic forms?	Multiple Choice Single Answer	Easy	92	-
What is the term given to the area on an object where light hits it directly?	Multiple Choice Single Answer	Easy	96	-
The form of an object becomes visible when&hellip;&hellip;	Multiple Choice Single Answer	Easy	92	-
The core shadow is a shaded area &hellip;&hellip;&hellip;&hellip;&hellip;.. from the light	Multiple Choice Single Answer	Easy	92	-
Name an example of an organic form.	Multiple Choice Single Answer	Easy	92	-
A circle is a shape and when it becomes a form it is called a &hellip;&hellip;..	Multiple Choice Single Answer	Easy	75	-
The hue is the name of a colour.	Multiple Choice Single Answer	Easy	78	-
Light wavelengths are seen as a rainbow.	Multiple Choice Single Answer	Easy	91	-
White light is made up of primary colours.	Multiple Choice Single Answer	Easy	78	-
When light strikes an object it is absorbed or reflected.	Multiple Choice Single Answer	Easy	96	-
Objects have no colour of their own.	Multiple Choice Single Answer	Easy	61	-



Question	Type	Level	% Correct	#Linked Assessments
What is another word for implied texture?	Multiple Choice Single Answer	Easy	86	-
Value is an element of design that refers to the texture of an object.	Multiple Choice Single Answer	Easy	90	-
Contrast is when you have two values next to each other from opposite ends of the value scale.	Multiple Choice Single Answer	Easy	90	-
Contrasting values make one object stand out over the others, in an image.	Multiple Choice Single Answer	Easy	100	-
Value can only be measured in shades of grey.	Multiple Choice Single Answer	Easy	90	-
Yellow has the same value as blue	Multiple Choice Single Answer	Easy	81	-
A value scale is a type of chart that represents varying tones.	Multiple Choice Single Answer	Easy	100	-
A value chart runs from a mid-tone to a dark tone	Multiple Choice Single Answer	Easy	76	-
The value of an object depends on how light reacts on the object.	Multiple Choice Single Answer	Easy	90	-
A value study will enable a designer to identify the different colour or tonal values in an image.	Multiple Choice Single Answer	Easy	100	-
Value can only be applied to 2D objects.	Multiple Choice Single Answer	Easy	81	-
Balance is the angle of elements in a design composition.	Multiple Choice Single Answer	Easy	76	-
The weight of an element can come from its colour, size or texture.	Multiple Choice Single Answer	Easy	95	-
Balance provides a composition with stability and structure.	Multiple Choice Single Answer	Easy	90	-
An asymmetrical design cannot be balanced.	Multiple Choice Single Answer	Easy	71	-
A group of small objects on one side can balance a large object on the other.	Multiple Choice Single Answer	Easy	95	-
Symmetrical balance is also referred to as informal balance.	Multiple Choice Single Answer	Easy	95	-
Radial balance is when the design spirals along a horizontal plane.	Multiple Choice Single Answer	Easy	33	-
Symmetrical balance is similar to a mirror image	Multiple Choice Single Answer	Easy	95	-
Symmetry in design is considered to be harmonious and beautiful.	Multiple Choice Single Answer	Easy	95	-
Balance can only be achieved if the objects in a design are all of the same weight.	Multiple Choice Single Answer	Easy	62	-
Rhythm is the careful placement of &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip; elements.	Multiple Choice Single Answer	Easy	100	-
The type of rhythm used by the designer allows the &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip; to move from one element to another.	Multiple Choice Single Answer	Easy	94	-
The pattern used to create rhythm has to be &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;	Multiple Choice Single Answer	Easy	50	-
Rhythm is used to create visual &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;	Multiple Choice Single Answer	Easy	94	-



Question	Type	Level	% Correct	#Linked Assessments
issue shares and are often listed on a stock exchange;				
businesses work with different kinds of products which are sold for consumer, business or government purposes;	Multiple Choice Single Answer	Easy	75	-
One of the primary qualities of accounting information is the principle of faithful representation, meaning that the information presented in financial statements is truthful and free from error;	Multiple Choice Single Answer	Easy	92	-
&nbsp;include the debts or obligations payable to creditors and other outsiders to which your company owes money;	Multiple Choice Single Answer	Easy	80	-
The Double-Entry Principle ensures that the sum total of the debits always equal the sum total of the credits	Multiple Choice Single Answer	Easy	100	-
A business entity that makes more than R1 million of taxable transactions over a 12-month period has to register as a vendor	Multiple Choice Single Answer	Easy	90	-
The typical accounting cycle ends with:	Multiple Choice Single Answer	Easy	50	-
VAT input tax;is the tax that the vendor charges on goods and services provided by him/her	Multiple Choice Single Answer	Easy	60	-
Cash sales is recorded in the _____ journal;	Multiple Choice Single Answer	Easy	80	-
External source documents are prepared by the entity itself	Multiple Choice Single Answer	Easy	90	-
Source documents serve as evidence that a transaction took place and is recorded in the books of first entry called Subsidiary Journals.	Multiple Choice Single Answer	Easy	80	-
Which transaction is recorded in the Cash Payments Journal?;	Multiple Choice Single Answer	Easy	70	-
An &ldquo;imprest fund&quot; is replenished in the exact amount that is expended from it.	Multiple Choice Single Answer	Easy	90	-
Select the incorrect formula:	Multiple Choice Single Answer	Easy	60	-
The only difference between cash and credit transactions is the timing of the payment	Multiple Choice Single Answer	Easy	90	-
Trade credit is a financial agreement between a supplier and trade customers whereby the supplier agrees to provide materials or finished goods up front with payment to come later;	Multiple Choice Single Answer	Easy	90	-
An advantage to the buyer with a trade account is that;the company	Multiple Choice Single Answer	Easy	100	-
If a supplier offers purchases on account, a buyer is more likely to make larger volume purchases in a given situation because of the flexibility of paying later	Multiple Choice Single Answer	Easy	90	-
A bank reconciliation	Multiple Choice Single Answer	Easy	80	-
:&nbs;				
This is an expense to the entity as the Bank is charging the entity for using the Banks services.	Multiple Choice Single Answer	Easy	90	-
Dishonored cheques; are those which are refused payment by the bank because they are not in order or there is insufficient fund in the drawer's account	Multiple Choice Single Answer	Easy	100	-
If the bank statement had a debit (overdrawn) balance, it would have been shown in the credit column of the bank reconciliation statement:&nbs;	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
A Stop Order is an instruction agreed by the client and the Bank that a certain amount of money will be paid on a specific date of the month usually on a monthly basis.	Multiple Choice Single Answer	Easy	90	-
Proportion refers to the relative size of parts of a whole.	Multiple Choice Single Answer	Easy	89	-
The universal standard of measurement with which we judge proportion is the meter system.	Multiple Choice Single Answer	Easy	67	-
The Golden Ratio is a man-made principle that can only be applied to buildings and furniture.	Multiple Choice Single Answer	Easy	72	-
The Great Pyramids are found to have used the principle of the Golden Ratio	Multiple Choice Single Answer	Easy	94	-
If you apply the Golden Ratio continuously to a square shape, you will get progressively smaller rectangles.	Multiple Choice Single Answer	Easy	83	-
The Golden Spiral and the Golden Ratio are not connected geometrically.	Multiple Choice Single Answer	Easy	89	-
Designers can use the Golden Ratio as a basis for creating a website layout.	Multiple Choice Single Answer	Easy	94	-
The Rule of Thirds is used extensively in photography.	Multiple Choice Single Answer	Easy	94	-
One should avoid placing any focal points on the intersecting lines created by the Rule of Thirds.	Multiple Choice Single Answer	Easy	72	-
The Fibonacci Sequence is used to create the Rule of Thirds.	Multiple Choice Single Answer	Easy	56	-
Scale refers to the &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;size of an object	Multiple Choice Single Answer	Easy	83	-
Scale refers to the &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;.. relationship between objects.	Multiple Choice Single Answer	Easy	83	-
We recognize the scale of objects and spaces around us, relative to &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..	Multiple Choice Single Answer	Easy	100	-
The study of human scale is known as &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;	Multiple Choice Single Answer	Easy	100	-
The study of people and the environment around them is known as&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..	Multiple Choice Single Answer	Easy	94	-
Larger objects appear to be nearer to the &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;. When we apply scale for visual impact	Multiple Choice Single Answer	Easy	89	-
Two shapes with a noticeable variation in size are seen to be &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;	Multiple Choice Single Answer	Easy	6	-
When an artist dramatically &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..the size of an object or element, they are drawing attention to it.	Multiple Choice Single Answer	Easy	94	-
The scale of an object is determined relative to a common standard or &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..	Multiple Choice Single Answer	Easy	83	-
All buildings and built spaces are designed and scaled to accommodate the size of &hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..	Multiple Choice Single Answer	Easy	100	-
The principle of unity in a composition is when all the elements are seen as individual objects.	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
If one was to remove one of the elements or objects in a unified composition, the design would appear to be incomplete, or unfinished.	Multiple Choice Single Answer	Easy	100	-
One can never have too much unity in a design composition.	Multiple Choice Single Answer	Easy	79	-
A lack of unity in a design can create a sense of unease or chaos.	Multiple Choice Single Answer	Easy	100	-
Visual unity and conceptual unity have the same meaning.	Multiple Choice Single Answer	Easy	79	-
Complementary colours can create a sense of unity	Multiple Choice Single Answer	Easy	100	-
Repetition in design, emphasizes individual elements and makes them stand out.	Multiple Choice Single Answer	Easy	57	-
Unity can be achieved when elements are aligned on a central axis.	Multiple Choice Single Answer	Easy	79	-
A continuing line or edge breaks up the unity in a composition by leading the eye away from a focal point.	Multiple Choice Single Answer	Easy	43	-
Proximity in design is when objects that are placed too close together, break up the unity of the layout.	Multiple Choice Single Answer	Easy	86	-
Variety uses similar elements to increase the visual interest of a composition.	Multiple Choice Single Answer	Easy	93	-
Lines that move in different directions can create variety in visual artwork.	Multiple Choice Single Answer	Easy	100	-
Shapes that are identical in size but have varying colours can provide interest in design.	Multiple Choice Single Answer	Easy	100	-
When artists place contrasting elements next to each other they are using variety.	Multiple Choice Single Answer	Easy	93	-
Large and small objects placed together are not considered an example of juxtaposition.	Multiple Choice Single Answer	Easy	100	-
Contrast is an excellent tool for applying juxtaposition.	Multiple Choice Single Answer	Easy	86	-
Juxtaposition can be used in compositions where there are many elements and focal points.	Multiple Choice Single Answer	Easy	64	-
Harmony and variety can work together to create visual interest.	Multiple Choice Single Answer	Easy	100	-
Interruptions in a pattern are considered to be a unifying principle.	Multiple Choice Single Answer	Easy	71	-
Variety can assist in creating a focal point in a composition.	Multiple Choice Single Answer	Easy	93	-
Harmony in a composition is when you have the perfect balance of unity and variety.	Multiple Choice Single Answer	Easy	94	-
Harmony takes familiar design elements and separates them so that each one stands out equally as an individual element.	Multiple Choice Single Answer	Easy	81	-
Related colours and contrasting colours can both be used to create harmonious compositions.	Multiple Choice Single Answer	Easy	100	-
Using various shades of a colour is referred to as &lsquo;related colour&rsquo;.	Multiple Choice Single Answer	Easy	94	-
Analogous colours have various tints and tones.	Multiple Choice Single Answer	Easy	56	-
Monochromatic colours are created by mixing grey, black or white.	Multiple Choice Single Answer	Easy	88	-

Question	Type	Level	% Correct	#Linked Assessments
Complementary colours are found next to each other on the colour wheel.	Multiple Choice Single Answer	Easy	94	-
Triadic colour combinations use three colours that are one shade up and down from the original key colour.	Multiple Choice Single Answer	Easy	50	-
The use of contrasting lines such as vertical and horizontal lines together does not result in unity.	Multiple Choice Single Answer	Easy	88	-
An image with several contrasting elements that are balanced correctly will result in a harmonious composition.	Multiple Choice Single Answer	Easy	88	-
A drawing can be opened and saved using the Application Menu?	Multiple Choice Single Answer	Easy	100	-
The Tool &lsquo;SELECTION CYCLING&rsquo; is found	Multiple Choice Single Answer	Easy	82	-
Changing Workspaces will Cycle through other Autodesk software and provide the relevant Tabs and Ribbons?	Multiple Choice Single Answer	Easy	64	-
The extension for a drawing template is?	Multiple Choice Single Answer	Easy	45	-
Save as allows the saving of a drawing as a&hellip; (select all which are applicable)	Multiple Choice Single Answer	Easy	95	-
In the tool space, there are 3 tabs?	Multiple Choice Single Answer	Easy	64	-
Which tab on the tool space will you access to adjust styles	Multiple Choice Single Answer	Easy	100	-
Creating a new point style &ndash; which one will you open	Multiple Choice Single Answer	Easy	14	-
A block can be used to add to point styles	Multiple Choice Single Answer	Easy	50	-
Creating a new surface label style do you	Multiple Choice Single Answer	Easy	86	-
New point file formats can be created?	Multiple Choice Single Answer	Easy	100	-
Points can be added to point group by including using a filter	Multiple Choice Single Answer	Easy	100	-
The draw order of point groups is set by?	Multiple Choice Single Answer	Easy	67	-
How do you edit description keys?	Multiple Choice Single Answer	Easy	67	-
Can blocks be used to indicate a point, for example, a fire hydrant (choose what&#39;s applicable)	Multiple Choice Single Answer	Easy	100	-
A quick profile is not permanent?	Multiple Choice Single Answer	Easy	92	-
Which of the following is not a surface label?	Multiple Choice Single Answer	Easy	58	-
What controls the appearance of your surface?	Multiple Choice Single Answer	Easy	58	-
One can use TOT files to create a surface in Civil 3D?	Multiple Choice Single Answer	Easy	75	-
Which of the following can be done to a surface whilst editing or adding data.&nbsp; Which one is not true?	Multiple Choice Single Answer	Easy	25	-
What are parcel tables an alternative to (select all which apply)	Multiple Choice Single Answer	Easy	43	-
Where are parcels listed?	Multiple Choice Single Answer	Easy	57	-

Question	Type	Level	% Correct	#Linked Assessments
Which parcel creation tool would you use to set the average area, frontage and minimum sizes to the automatic subs which are to be created?	Multiple Choice Single Answer	Easy	57	-
Which parcel creation tool or command enables you to specify an angle relative to the row?	Multiple Choice Single Answer	Easy	86	-
To edit a parcel?	Multiple Choice Single Answer	Easy	29	-
Feature lines can be created from x-ref files	Multiple Choice Single Answer	Easy	67	-
Feature lines must be contained within a site	Multiple Choice Single Answer	Easy	33	-
The grading group and the feature must be in the same site to be able to work together	Multiple Choice Single Answer	Easy	67	-
In the grading elevation editor, you can edit	Multiple Choice Single Answer	Easy	33	-
What do you do to ensure a hole in the middle of the graded model does not occur	Multiple Choice Single Answer	Easy	100	-
When can an alignment subdivide a parcel?	Multiple Choice Single Answer	Easy	60	-
How do you open the alignment layout toolbar in order to amend the alignment?	Multiple Choice Single Answer	Easy	60	-
To delete an individual chainage value	Multiple Choice Single Answer	Easy	40	-
To add chainages or edit labels to the alignment	Multiple Choice Single Answer	Easy	80	-
The alignment style controls the colour of the major and minor ticks	Multiple Choice Single Answer	Easy	80	-
You can use the AutoCAD move command to safely move a profile view	Multiple Choice Single Answer	Easy	100	-
Which curve option is not a vertical curve in the profile creation toolset	Multiple Choice Single Answer	Easy	33	-
You can use grips to edit the position of a pvi	Multiple Choice Single Answer	Easy	100	-
What does the center triangle grip do?	Multiple Choice Single Answer	Easy	67	-
Open drawing 1 – final vertical profiles Open drawing 2 – final vertical profiles What do profiles 1 and 2 annotate in the band set?	Multiple Choice Single Answer	Easy	67	-
Do you require alignment in order to create a corridor?	Multiple Choice Single Answer	Easy	100	-
Where would you find the sub-assemblies to attach to the assembly	Multiple Choice Single Answer	Easy	100	-
How does one change the width of a lane in the corridor model?	Multiple Choice Single Answer	Easy	20	-
Where would you go to create a corridor surface?	Multiple Choice Single Answer	Easy	100	-
What does the section editor enable you to do?	Multiple Choice Single Answer	Easy	100	-
What are sample line groups?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
What does the create section view dialog box do?	Multiple Choice Single Answer	Easy	50	-
Extra sampling can be done after the initial samples were created?	Multiple Choice Single Answer	Easy	100	-
To set up quantity criteria you use:	Multiple Choice Single Answer	Easy	50	-
Can the volumes of cut and fill be placed alongside the cross sections at each station?	Multiple Choice Single Answer	Easy	100	-
What does swap a part do?	Multiple Choice Single Answer	Easy	75	-
What structure cannot be used in a gravity pipe network?	Multiple Choice Single Answer	Easy	50	-
Pipe networks can be created from feature lines	Multiple Choice Single Answer	Easy	100	-
To add the network to a profile you _____:	Multiple Choice Single Answer	Easy	100	-
Rule sets can be changed for certain pipes or structures along the network	Multiple Choice Single Answer	Easy	75	-
Open DRAWING 1-Set PressureNetwork and&nbsp; DRAWING 2-Pressure Network Modelling-XREFCatalog-PartsList&nbsp;Rule sets do apply to this type of network	Multiple Choice Single Answer	Easy	50	-
Pressure pipe networks can contain the following:	Multiple Choice Single Answer	Easy	75	-
Pressure pipe networks can be created from feature lines, polylines, and xrefs	Multiple Choice Single Answer	Easy	100	-
Label styles exist for plan views, profile views	Multiple Choice Single Answer	Easy	50	-
One can create a new pipe catalog on the settings tab (tool space)	Multiple Choice Single Answer	Easy	100	-
Creating sheet files for plan and profile you _____:	Multiple Choice Single Answer	Easy	75	-
Does a template file assist in creating sheets with a profile and plan	Multiple Choice Single Answer	Easy	100	-
This tool can create viewboxes and match lines to prepare for viewports:	Multiple Choice Single Answer	Easy	75	-
Can profile views be plotted at various scales on the same drawing or is this cross-referenced?	Multiple Choice Single Answer	Easy	100	-
After creating plan and profile sheets, you can create additional sheets using the sheet set manager	Multiple Choice Single Answer	Easy	100	-
How can you cancel a command using the keyboard?	Multiple Choice Single Answer	Easy	89	-
What is the format to type in when you are placing a line at a coordinate of X= 6 and Y = 10?	Multiple Choice Single Answer	Easy	63	-
How are coordinates specified in the Cartesian workspace?	Multiple Choice Single Answer	Easy	60	-
When commands have options how can it be activated? Select the incorrect option	Multiple Choice Single Answer	Easy	45	-
How can you repeat a command?	Multiple Choice Single Answer	Easy	69	-
In the Command Line, what is indicated in angled brackets?	Multiple Choice Single Answer	Easy	55	-

Question	Type	Level	% Correct	#Linked Assessments
How many axis' does the Cartesian workspace have?	Multiple Choice Single Answer	Easy	61	-
What is the file extension for an AutoCAD file?	Multiple Choice Single Answer	Easy	83	-
What is the file extension for a drawing template?	Multiple Choice Single Answer	Easy	66	-
It is recommended that you always draw on a 1:1 scale in AutoCAD	Multiple Choice Single Answer	Easy	91	-
What is the best method of placing horizontal lines?	Multiple Choice Single Answer	Easy	52	-
How do you toggle between Distance and Angles?	Multiple Choice Single Answer	Easy	76	-
What is the purpose of the Polar Tracking function?	Multiple Choice Single Answer	Easy	80	-
What methods cannot be used when placing a circle?	Multiple Choice Single Answer	Easy	57	-
Please state when selecting an object which selection is green?	Multiple Choice Single Answer	Easy	42	-
Workplace diversity management could sometimes be very costly.&nbsp;	Multiple Choice Single Answer	Difficult	100	1
Which of the following does a switch use for increased performance?	Multiple Choice Single Answer	Difficult	-	-
Which of the following does a switch use for increased performance?	Multiple Choice Single Answer	Difficult	-	-
Which of the following does a switch use for increased performance?	Multiple Choice Single Answer	Difficult	-	-
What do you use to isolate a group of computers within your organization?	Multiple Choice Single Answer	Difficult	-	-
question type 5	Long Answer	-	-	-
Identify the odd one out	Multiple Choice Single Answer	-	-	-
The silent conversations we have with ourselves, which are extremely private and restricted to ourselves.	Multiple Choice Single Answer	-	-	-
Components of effective communication from a listener's perspective includes asking questions, listening, restate and confirm.	Multiple Choice Single Answer	-	-	-
-	Short Answer	-	-	7
Window Selection only selects the objects inside the window.	Multiple Choice Single Answer	Easy	85	-
If two circles have a value of 100, one circle is placed by the Center Diameter method and the other by the Center-Radius method.&nbsp; Which one will be larger?	Multiple Choice Single Answer	Easy	85	-
Which shortcut key can be used when accepting a command?	Multiple Choice Single Answer	Easy	94	-
Which shortcut key can be used when you want to repeat your previous command?	Multiple Choice Single Answer	Easy	85	-
You can add additional angles to the Polar Tracking?	Multiple Choice Single Answer	Easy	91	-
Which settings needs to be enabled for the Polar Tracking Tool to work?	Multiple Choice Single Answer	Easy	58	-

Question	Type	Level	% Correct	#Linked Assessments
How do I select a temporary snap mode?	Multiple Choice Single Answer	Easy	80	-
Where can I set all my default Snap Modes?	Multiple Choice Single Answer	Easy	49	5
Which Snap do I need to select to snap to the center of a rectangle?	Multiple Choice Single Answer	Easy	53	-
How many points does a line have to snap on?	Multiple Choice Single Answer	Easy	70	-
How many snap modes is available in Object Snap settings?	Multiple Choice Single Answer	Easy	64	-
Mid between two points is a snap override	Multiple Choice Single Answer	Easy	62	-
OSNAP command in the command line, opens the Object Snap settings dialog box	Multiple Choice Single Answer	Easy	91	-
What snap mode need to be active when you want to snap to the position where two or more objects cross?	Multiple Choice Single Answer	Easy	87	-
How many snap points does a circle have?	Multiple Choice Single Answer	Easy	75	-
Will the size of an object change if the scale value is 1?	Multiple Choice Single Answer	Easy	85	-
How can I toggle on my handles between my values?	Multiple Choice Single Answer	Easy	60	-
What key must I hold in to select multiple grips?	Multiple Choice Single Answer	Easy	64	-
I can move an object with grips?	Multiple Choice Single Answer	Easy	83	-
Rotate using Reference is only 3 steps?	Multiple Choice Single Answer	Easy	79	-
You can mirror without a mirror line?	Multiple Choice Single Answer	Easy	69	-
AutoCAD rotates clockwise?	Multiple Choice Single Answer	Easy	68	-
You have to select the object first before you can choose a modifying command	Multiple Choice Single Answer	Easy	69	-
You can use the polar tracking angles when rotating	Multiple Choice Single Answer	Easy	90	-
You can use a hot grip as a basepoint to rotate an object	Multiple Choice Single Answer	Easy	85	-
How do you change the arc to place clockwise?	Multiple Choice Single Answer	Easy	62	-
How can I edit Polylines?	Multiple Choice Single Answer	Easy	58	-
I can change between Arcs and Lines when drawing a polyline	Multiple Choice Single Answer	Easy	84	-
Polygons have equal sides?	Multiple Choice Single Answer	Easy	76	-
It is not possible to place a polygon of 50 sides?	Multiple Choice Single Answer	Easy	46	-
Inscribe places the polygon &hellip;&hellip;&hellip;&hellip;?	Multiple Choice Single Answer	Easy	69	-
You can not specify the length of the side in the polygon?	Multiple Choice Single Answer	Easy	77	-

Question	Type	Level	% Correct	#Linked Assessments
An ellipse second axis is always drawn from the centre point	Multiple Choice Single Answer	Easy	80	-
You always have to start with the start point when drawing a 3-point arc	Multiple Choice Single Answer	Easy	40	-
Which options are available when editing a polyline??	Multiple Choice Single Answer	Easy	80	-
Most of the object properties can be directly edited within the object properties palette	Multiple Choice Single Answer	Easy	86	-
The quick select function is accessible via the object properties palette	Multiple Choice Single Answer	Easy	65	-
If multiple objects are selected (e.g. multiple circles with different sizes are selected) their layer properties can be changed at the same time	Multiple Choice Single Answer	Easy	88	-
In the quick select, which one is not an operator?	Multiple Choice Single Answer	Easy	53	-
You can choose which setting you want to match in the Match Properties command	Multiple Choice Single Answer	Easy	95	-
You can change the length property of a line in the Properties Palette	Multiple Choice Single Answer	Easy	45	-
The Properties Palette is located under which tab on the ribbon interface?	Multiple Choice Single Answer	Easy	57	-
You can activate the quick properties on the status bar	Multiple Choice Single Answer	Easy	85	-
You can change general properties in the quick properties palette	Multiple Choice Single Answer	Easy	79	-
How can you change an objects colour?	Multiple Choice Single Answer	Easy	81	-
Which command allows you to get the coordinates of a point?	Multiple Choice Single Answer	Easy	29	-
How do you specify the area to measure with the Measure &gt; Area command?	Multiple Choice Single Answer	Easy	72	-
Which of the following cannot be measured using the Measure &gt; Angle command?	Multiple Choice Single Answer	Easy	59	-
How many measuring tools are available from the Ribbon drop-down.	Multiple Choice Single Answer	Easy	76	-
You cannot select an object to measure the Area	Multiple Choice Single Answer	Easy	82	-
You can subtract an objects area from another object	Multiple Choice Single Answer	Easy	85	-
You can select multiple points when measuring a distance	Multiple Choice Single Answer	Easy	81	-
From which direction does AutoCAD start measuring angles?	Multiple Choice Single Answer	Easy	59	-
How many additional options is available when selecting the Measure Area command?	Multiple Choice Single Answer	Easy	47	-
In which panel will you find the measure command?	Multiple Choice Single Answer	Easy	78	-
Which shortcut key can you use to switch between TRIM and EXTEND?	Multiple Choice Single Answer	Easy	42	-
Which selection do you use to stretch an object?	Multiple Choice Single Answer	Easy	46	-

Question	Type	Level	% Correct	#Linked Assessments
Offset will construct an object that is parallel or concentric to another object?	Multiple Choice Single Answer	Easy	91	-
What tool needs to be disabled in the array for you to place the array as single lines?	Multiple Choice Single Answer	Easy	64	-
Which object is Distance 1 in your Chamfer Command?	Multiple Choice Single Answer	Easy	72	-
You can TRIM objects that do not cross any other lines.	Multiple Choice Single Answer	Easy	59	-
You can change the fill to 180 degrees when using the polar array	Multiple Choice Single Answer	Easy	84	-
You cannot trim objects like arcs and circles	Multiple Choice Single Answer	Easy	76	-
You can trim objects when they are associated in an array	Multiple Choice Single Answer	Easy	51	-
Which objects can be used as a path in the path array command?	Multiple Choice Single Answer	Easy	79	-
Which of the following is not an advantage of using blocks?	Multiple Choice Single Answer	Easy	46	-
When inserting a block with the Insert command, which parameters must be specified?	Multiple Choice Single Answer	Easy	60	-
How can you insert another drawing into your current drawing file?	Multiple Choice Single Answer	Easy	36	-
You can use tool palettes to insert blocks into the drawing by dragging and dropping.	Multiple Choice Single Answer	Easy	74	-
What can you do using the Design Center?	Multiple Choice Single Answer	Easy	55	-
You can edit a block in the block editor	Multiple Choice Single Answer	Easy	93	-
You can create a block with the following commands. Select the incorrect option	Multiple Choice Single Answer	Easy	61	-
If a block is created with different units as the drawing, AutoCAD automatically scales it accordingly	Multiple Choice Single Answer	Easy	73	-
Dynamic blocks can have more than one grip	Multiple Choice Single Answer	Easy	80	-
You cannot explode a block in AutoCAD	Multiple Choice Single Answer	Easy	73	-
Objects on layers that are frozen stay displayed in the drawing but cannot be edited.	Multiple Choice Single Answer	Easy	52	-
How do you move an existing object to a different layer?	Multiple Choice Single Answer	Easy	74	-
If you have finished drawing the walls in a floor plan drawing and want to display the objects, but do not want them to be erased or moved, what should you do?	Multiple Choice Single Answer	Easy	55	-
After creating an object, how do you locate it on the same layer as another object in the drawing?	Multiple Choice Single Answer	Easy	74	-
When objects are not displayed on a specific layer and are not regenerated with the drawing the layer is:	Multiple Choice Single Answer	Easy	56	-
A file designed to be the basis of new drawing is called a:	Multiple Choice Single Answer	Easy	79	-
Object properties can only be set in the Properties panel, regardless on which layer it is	Multiple Choice Single Answer	Easy	44	-

Question	Type	Level	% Correct	#Linked Assessments
Different layers can be viewed in different viewports	Multiple Choice Single Answer	Easy	84	-
Layer 0 will always be in your drawing and cannot be deleted	Multiple Choice Single Answer	Easy	86	-
How many layers can you create in AutoCAD?	Multiple Choice Single Answer	Easy	88	-
When editing multiline text, how do you change the justification of the text (left, right, centered, etc.)?	Multiple Choice Single Answer	Easy	69	-
What happens when you double-click on a text object?	Multiple Choice Single Answer	Easy	73	-
To change the height of an existing word in the Text Editor, you need to highlight the word first and then specify its height.	Multiple Choice Single Answer	Easy	82	-
When creating Multiline text, you pick two points. What do those points determine?	Multiple Choice Single Answer	Easy	85	-
You are not able to change anything after starting the Single Line text command.	Multiple Choice Single Answer	Easy	81	-
How do you end the Single Line text command?	Multiple Choice Single Answer	Easy	37	-
You can change the text height only in the text styles	Multiple Choice Single Answer	Easy	66	-
You can change the text font after the text style has been created	Multiple Choice Single Answer	Easy	85	-
You can create sub numbers in the text editor tab	Multiple Choice Single Answer	Easy	78	-
You can change the text colour in the text styles	Multiple Choice Single Answer	Easy	34	-
In the hatch creation contextual tab, which tool do you use to specify an area of the drawing that you want to hatch?	Multiple Choice Single Answer	Easy	71	-
What must be true for an area in your drawing for it to be hatched?	Multiple Choice Single Answer	Easy	88	-
How do you find the area of a hatch?	Multiple Choice Single Answer	Easy	66	-
Which of the following do you set so that the hatch starts in the lower left corner?	Multiple Choice Single Answer	Easy	75	-
What needs to be active so that the Hatch will update when the object size is changed?	Multiple Choice Single Answer	Easy	66	-
You can change the hatch colour in the Properties panel	Multiple Choice Single Answer	Easy	90	-
How many hatch types do you get?	Multiple Choice Single Answer	Easy	25	-
You can specify a background colour for a hatch	Multiple Choice Single Answer	Easy	92	-
A gradient hatch has more than two colours	Multiple Choice Single Answer	Easy	60	-
How would you move a dimension so that the dimension line is farther away from the object?	Multiple Choice Single Answer	Easy	66	-
Which command would you use to display the length of a diagonal line so that the dimension line is parallel to the diagonal line?	Multiple Choice Single Answer	Easy	75	-
What is the purpose of Continue Dimension?	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
You can use grips to make adjustments to dimensions after they have been created.	Multiple Choice Single Answer	Easy	97	-
You are not able to edit the text of a dimension in the drawing area.	Multiple Choice Single Answer	Easy	85	-
What is the name of the window used to create and modify dimension styles?	Multiple Choice Single Answer	Easy	71	-
What is the typed command to edit the dimension text?	Multiple Choice Single Answer	Easy	41	-
A dimension that is linked to and will change with the geometry is...;	Multiple Choice Single Answer	Easy	64	-
If you modify a dimension style, all dimensions using that style in the drawing update automatically	Multiple Choice Single Answer	Easy	92	-
You can only change dimension precision from the Application menu, Utilities tab?	Multiple Choice Single Answer	Easy	76	-
What does the dashed boundary on a layout represent?	Multiple Choice Single Answer	Easy	70	-
What type of object do you add to a Paper Space Layout so that the model can be displayed?	Multiple Choice Single Answer	Easy	87	-
Which of the following is true with respect to viewports in a layout?	Multiple Choice Single Answer	Easy	80	-
When you plot from the Paper Space, which option in the Plot Area will print the layout area only?	Multiple Choice Single Answer	Easy	64	-
In the Paper Space, which Plot scale would you use to create a sheet with the correct scales.	Multiple Choice Single Answer	Easy	75	-
What do you look for to make sure you are working in paper space?	Multiple Choice Single Answer	Easy	54	-
Where can you toggle the layout tabs on and off in AutoCAD?	Multiple Choice Single Answer	Easy	41	-
You can delete all the layout tabs in your drawing	Multiple Choice Single Answer	Easy	43	-
You can copy an existing layout	Multiple Choice Single Answer	Easy	94	-
You can import a layout from a template or another drawing	Multiple Choice Single Answer	Easy	97	-
What is Adobe InDesign design software used for?	Multiple Choice Single Answer	Easy	-	-
What do you call the menu bar at the top of your Adobe InDesign CC where your file and other tabs are situated?	Multiple Choice Single Answer	Easy	-	-
A "Concept" is an... thought;	Multiple Choice Single Answer	Easy	62	-
Any form of design aims to communicate the message effectively through _____ form.	Multiple Choice Single Answer	Easy	90	-
Professional designers always start with_____ to obtain critical information related to the design project.	Multiple Choice Single Answer	Easy	95	-
The Concept Paper is a _____ document.	Multiple Choice Single Answer	Easy	100	-
The essential point of the Concept Paper is to act as a _____ of this project;	Multiple Choice Single Answer	Easy	67	-
The Preliminary Literature Review provides identification of major literature that _____ and _____ the topic.	Multiple Choice Single Answer	Easy	81	-

Question	Type	Level	% Correct	#Linked Assessments
A Goal statement provides a broad or abstract _____.	Multiple Choice Single Answer	Easy	67	-
A _____ provides a range of time for completion of the project.&nbsp;	Multiple Choice Single Answer	Easy	86	-
The following is an example of Quantitative Research:&nbsp;	Multiple Choice Single Answer	Easy	57	-
Validation in design requires the approval of the concept by all interested_____.	Multiple Choice Single Answer	Easy	86	-
_____ support the communication of ideas.&nbsp;	Multiple Choice Single Answer	Easy	53	5
_____ is the process of modifying visual communications in response to feedback&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	79	-
Visual Communication is the interpretation, _____ and expression of ideas or concepts.&nbsp;	Multiple Choice Single Answer	Easy	58	-
_____ is the term used to refer to the actual presentation of information.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	84	-
Drawings, technical drawings and prototypes are examples of _____.	Multiple Choice Single Answer	Easy	68	-
Visual language refers to the communication of _____.	Multiple Choice Single Answer	Easy	53	-
_____ can be used for the purposes of observation, visualisation and presentation.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	84	-
Product designers conceptualize and evaluate ideas, making them&nbsp;_____&nbsp;through products in a more systematic approach.&nbsp;	Multiple Choice Single Answer	Easy	42	-
Critics of visual argument say that visual images do not function as argument because they are _____.	Multiple Choice Single Answer	Easy	89	-
_____ is a vital part of the production process and adequate time should be scheduled for it.&nbsp;	Multiple Choice Single Answer	Easy	79	-
Drawing is a form&nbsp;of&nbsp;visual&nbsp;art&nbsp;that makes use of&nbsp;any number of drawing instruments&nbsp;to mark&nbsp;a&nbsp;&nbsp;&nbsp;_____&nbsp;medium.&nbsp;	Multiple Choice Single Answer	Easy	78	-
The following technique is not often used by designers:&nbsp;	Multiple Choice Single Answer	Easy	57	-
_____ is the term used to describe how individual areas of an object compare to each other.&nbsp;	Multiple Choice Single Answer	Easy	83	-
Graphite sticks, wax, charcoal and silverpoint are examples of:&nbsp;	Multiple Choice Single Answer	Easy	100	-
_____ have incorporated all types of images in their compositions.	Multiple Choice Single Answer	Easy	43	-
_____ refers to the organization, arrangement and combination of objects within borders of a drawing space.&nbsp;	Multiple Choice Single Answer	Easy	65	-
Visualising concepts, categorising key features that contribute to possible solutions is called _____.	Multiple Choice Single Answer	Easy	78	-
Diagrammatic&nbsp;drawings are usually _____.	Multiple Choice Single Answer	Easy	65	-
&nbsp;_____ drawings are important in the history of art as they give us a means of understanding proportion.&nbsp;	Multiple Choice Single Answer	Easy	57	-

Question	Type	Level	% Correct	#Linked Assessments
_____ can include sketches, paper models, card board, foam and computer software.&nbsp;	Multiple Choice Single Answer	Easy	91	4
The process which is mainly carried out on inception of a product is called_____.	Multiple Choice Single Answer	Easy	46	-
Proof of concept is based on a _____ design study.&nbsp;	Multiple Choice Single Answer	Easy	75	-
In order to evaluate concepts effectively, some&nbspsort of criteria&nbsp;is&nbsp;needed against which concepts can be evaluated in a&nbsp;_____ manner.&nbsp;	Multiple Choice Single Answer	Easy	63	-
The purpose of screening is&nbspto eliminate any concepts that are not _____.	Multiple Choice Single Answer	Easy	75	-
The purpose of _____ is to evaluate the disadvantages of each concept.&nbsp;	Multiple Choice Single Answer	Easy	50	-
All _____ and _____ assets have to be organised in such a way that the overall design should make an impact.&nbsp;	Multiple Choice Single Answer	Easy	88	-
It is easy to get carried away in a brainstorming a session and sometimes a great idea can come from a flamboyant and _____ concept.&nbsp;	Multiple Choice Single Answer	Easy	88	-
A set of concepts can be improved by different ideas from different groups&nbsp;	Multiple Choice Single Answer	Easy	79	-
A design brief _____ the effectiveness of a design.	Multiple Choice Single Answer	Easy	56	-
The _____ gives a realistic understanding of the project to the designer.&nbsp;	Multiple Choice Single Answer	Easy	44	-
The design specification document consists of the whole process of the design and _____ information.&nbsp;	Multiple Choice Single Answer	Easy	61	-
Designers often use the strategy of combining the _____ of something with the form and function of another.&nbsp;	Multiple Choice Single Answer	Easy	67	-
All images that are not your own work need to be _____	Multiple Choice Single Answer	Easy	100	-
Step 6 in the process of Idea generation and refinement is to _____&nbsp;	Multiple Choice Single Answer	Easy	56	-
These applicable rules are meant to be understood, respected and obeyed for healthy and trustworthy business practices.&nbsp;	Multiple Choice Single Answer	Easy	89	-
What is your favourite colour?	Multiple Choice Single Answer	Easy	-	-
Select answer "X";	Multiple Choice Single Answer	Easy	99	-
Select "A" and "B";	Multiple Choice Multiple Answer	Easy	-	-
Select "D" and "E";	Multiple Choice Multiple Answer	Easy	98	-
What do Workspaces control?	Multiple Choice Single Answer	Easy	-	-
You can reuse text that you have typed in the Command Line by pressing <Up Arrow> or <Down Arrow> to scroll to the text	Multiple Choice Single Answer	Easy	76	-
How can you paste objects into a drawing at the same location as in the drawing from which they were copied?	Multiple Choice Single Answer	Easy	88	-

Question	Type	Level	% Correct	#Linked Assessments
If you have multiple drawings open, how can you switch between them?	Multiple Choice Single Answer	Easy	65	-
What is a function of the Layer Walk command?	Multiple Choice Single Answer	Easy	82	-
When you select an object and then a grip, which of the following commands is started by default?	Multiple Choice Single Answer	Easy	88	-
With Dynamic Input toggled off, after you pick the first corner of a rectangle, what are the typed coordinates that can be used to make it 20 units long and 8 units high?	Multiple Choice Single Answer	Easy	30	-
What does the @ represent in the AutoCAD software?	Multiple Choice Single Answer	Easy	44	-
What does the Temporary Tracking Point enable you to do that Object Snap Tracking alone does not?	Multiple Choice Single Answer	Easy	41	-
The difference between construction lines and regular lines is that construction lines extend infinitely.	Multiple Choice Single Answer	Easy	89	-
Which command would enable you to position points every 5 Units along a line?	Multiple Choice Single Answer	Easy	41	-
Relative coordinates are relative to the _____?	Multiple Choice Single Answer	Easy	63	-
Which Geometric constraint forces two linear objects to take on the angle of the first object?	Multiple Choice Single Answer	Easy	57	-
Which of the following can be displayed for dimensional constraints?	Multiple Choice Single Answer	Easy	57	-
You can convert dimensions into Dimensional Constraints.	Multiple Choice Single Answer	Easy	93	-
How can you add Formulas in Dimensional Constraints?	Multiple Choice Single Answer	Easy	71	-
Before working with Geometric constraints, it is a good idea to use the Auto Constrain command on existing objects.	Multiple Choice Single Answer	Easy	100	-
If you create user parameters, how do they affect the constrained object?	Multiple Choice Single Answer	Easy	29	-
When you define a block, you specify a base point. What is true of the base point?	Multiple Choice Single Answer	Easy	61	-
Which command creates a separate drawing file from selected objects?	Multiple Choice Single Answer	Easy	70	-
If you change the definition of a block, what happens to any instances of that block that were already inserted in the drawings?	Multiple Choice Single Answer	Easy	70	-
After you add blocks from a drawing to a Tool Palette, it does not matter whether you move or delete the source drawing.	Multiple Choice Single Answer	Easy	52	-
Which of the following can you set in the Tool Properties for inserting a block?	Multiple Choice Single Answer	Easy	57	-
If a layer that is specified in the Tool Properties of a block, does not exist in a drawing, what happens when you insert the block into a drawing?	Multiple Choice Single Answer	Easy	70	-
Which command enables you to create a template file?	Multiple Choice Single Answer	Easy	44	-
&nbsp;Which objects should be saved with the template file?	Multiple Choice Single Answer	Easy	72	-
What type of units would be used for the floorplan of a building measured in millimetres?	Multiple Choice Single Answer	Easy	50	-
Which of the following is controlled by the Drawing Limits?	Multiple Choice Single Answer	Easy	72	-

Question	Type	Level	% Correct	#Linked Assessments
Changing the Units precision in a drawing changes the size of objects that you have drawn	Multiple Choice Single Answer	Easy	83	-
When creating a template file, you want to add custom layouts. Which of the following commands enables you to define the printer, papersize and plot scale for a layout?	Multiple Choice Single Answer	Easy	78	-
What is the purpose of the View Manager?	Multiple Choice Single Answer	Easy	50	-
How would you create a round viewport?	Multiple Choice Single Answer	Easy	72	-
How can you change the color of a layer in a single viewport?	Multiple Choice Single Answer	Easy	83	-
If you want to display an annotative object in several viewports that use different scales, what should you do?	Multiple Choice Single Answer	Easy	11	-
When you select an annotative object, all of its scale representations are displayed.	Multiple Choice Single Answer	Easy	72	-
If you change the font of a text style, what happens to existing text that uses that text style?	Multiple Choice Single Answer	Easy	90	-
What are dimension sub-styles used for?	Multiple Choice Single Answer	Easy	60	-
You have a dimension style that uses decimal units and you want to change it to use fractional units. What do you do?	Multiple Choice Single Answer	Easy	90	-
What multileader type in the multileader style would prompt users for input, such as sheet number or callout?	Multiple Choice Single Answer	Easy	20	-
You cannot use custom block with multileader.	Multiple Choice Single Answer	Easy	70	-
When creating a Text Style, Dimension Style or Multileader Style, you want the size of the text and other objects to scale automatically according to the scale of the viewport in which they are used. In the related Style Manager, which of the following options would you set?	Multiple Choice Single Answer	Easy	80	-
Which of the following describes how External References are different from blocks? An External Reference...	Multiple Choice Single Answer	Easy	100	-
File formats that can be used as External References include: AutoCAD Drawing files, raster image files, DWF underlay files, DGN underlay files, and PDF underlay files	Multiple Choice Single Answer	Easy	80	-
What happens to a referenced drawing when it cannot be located by the software or needs to be reloaded?	Multiple Choice Single Answer	Easy	80	-
Which of the following file formats cannot attach to an AutoCAD drawing as an external reference?	Multiple Choice Single Answer	Easy	70	-
Drawing A is attached as a drawing reference file to host drawing B and both are then closed. Drawing A is then modified. Drawing B is opened and displays an image of drawing A. What happens to the image of drawing A when drawing B is opened?	Multiple Choice Single Answer	Easy	60	-
When you attach an image using the Image command, where do you need to store the image so that it remains linked to the drawing?	Multiple Choice Single Answer	Easy	70	-
What type of object are attributes always associated with?	Multiple Choice Single Answer	Easy	87	-
What are possible uses for attribute? Which one is not true?	Multiple Choice Single Answer	Easy	80	-

Question	Type	Level	% Correct	#Linked Assessments
What is the quickest way of editing attribute values in a block?	Multiple Choice Single Answer	Easy	60	-
Which Attribute Mode controls whether an attribute value normally displays in a drawing?	Multiple Choice Single Answer	Easy	27	-
When using the Data Extraction command to extract attribute information from blocks, what can you write the data to?	Multiple Choice Single Answer	Easy	67	-
If you add an attribute to a block after it has been created, which command do you use to update the existing blocks in a drawing	Multiple Choice Single Answer	Easy	53	-
What is a DWF file?	Multiple Choice Single Answer	Easy	69	-
Which tool can you use to plot several drawings at once to a DWF file or to paper?	Multiple Choice Single Answer	Easy	69	-
You can include layers in a DWF file.	Multiple Choice Single Answer	Easy	81	-
If you do not have the AutoCAD software installed, which application cannot view a DWF file?	Multiple Choice Single Answer	Easy	25	-
Which command enables you to create a multi-page PDF?	Multiple Choice Single Answer	Easy	75	-
Which of the following commands creates a DWFX plot file containing multiple layouts that can be displayed in the Autodesk Design Review software?	Multiple Choice Single Answer	Easy	44	-
What type of files are NOT automatically included in a transmittal set using eTransmit?	Multiple Choice Single Answer	Easy	77	-
What is the purpose of eTransmit?	Multiple Choice Single Answer	Easy	69	-
Is it recommended that all open files be saved before you use them in the eTransmit utility.	Multiple Choice Single Answer	Easy	100	-
Which of the following can you open with a hyperlink?	Multiple Choice Single Answer	Easy	69	-
&nbsp;How do you activate a hyperlink in an AutoCAD drawing?	Multiple Choice Single Answer	Easy	31	-
When working with another office, you need to share files back and forth. To ensure that you send all of the files that are related to a project including their associated fonts, reference files and images you could use:	Multiple Choice Single Answer	Easy	92	-
How would you edit a modeled object, or component?	Multiple Choice Single Answer	Easy	45	-
BIM is a mindset, not a software application, and adopting BIM methods can require an overhaul of the design process, team structure, and even business practices to achieve the full potential of the technology	Multiple Choice Single Answer	Easy	79	-
To start a new project in Autodesk Revit you would use the following methods.	Multiple Choice Single Answer	Easy	87	-
What is the extension for Autodesk Revit files?	Multiple Choice Single Answer	Easy	91	-
How would you finish an object, i.e. a floor, when a closed loop is sketched?	Multiple Choice Single Answer	Easy	64	-
Revit and BIM is the exact same thing	Multiple Choice Single Answer	Easy	82	-
A Family can be loaded into a new, or existing saved Project.	Multiple Choice Single Answer	Easy	100	-
Which of the following describes what BIM is?	Multiple Choice Single Answer	Easy	34	-

Question	Type	Level	% Correct	#Linked Assessments
When you create a new project in Autodesk Revit Software, do you draw in 3D (as shown on the left in the figure below) or 2D (as shown on the right in the figure below)	Multiple Choice Single Answer	Easy	32	-
What is the purpose of the Project Browser?	Multiple Choice Single Answer	Easy	64	-
Which part(s) of the interface changes according to the command you are using? (Select all that apply)	Multiple Choice Single Answer	Easy	51	-
The difference between Type Properties and Properties (the Ribbon location is shown in the Figure below) is...	Multiple Choice Single Answer	Easy	65	-
When you start a new project, how do you specify the base information in the new file?	Multiple Choice Single Answer	Easy	70	-
Which command would you use to remove part of a wall?	Multiple Choice Single Answer	Easy	76	-
What is the purpose of an alignment line?	Multiple Choice Single Answer	Easy	72	-
A component cannot be selected within a model using the Project Browser	Multiple Choice Single Answer	Easy	71	-
What are the two methods for starting More or Copy?	Multiple Choice Single Answer	Easy	51	-
How do you select all door types, but no other elements in a view?	Multiple Choice Single Answer	Easy	23	-
Which of the following commands shown in the figure below, creates a view that results in an independent view displaying the same model geometry and containing a copy of the annotation?	Multiple Choice Single Answer	Easy	59	-
The purpose of callouts is to create a...	Multiple Choice Single Answer	Easy	77	-
How do you create a job in a building section, such as that shown in the figure below?	Multiple Choice Single Answer	Easy	41	-
You placed dimensions in a view and some of them display and others do not (as shown on the left in the figure below), but you were expecting the view to display as shown the right in the figure below. To display the missing dimensions, you need to modify the...	Multiple Choice Single Answer	Easy	41	-
How do you create multiple interior elevations in one room?	Multiple Choice Single Answer	Easy	32	-
Which of the following is true about the Visibility Graphic Overrides dialog box?	Multiple Choice Single Answer	Easy	73	-
The complexity of components in a project will not affect the workability and file size	Multiple Choice Single Answer	Easy	79	-
One way of simplifying 3D geometry, without losing visual impact, is to use 3D model lines to represent certain features of the element.	Multiple Choice Single Answer	Easy	86	-
Name the X and the Y axis's in the graph below, indicating the influences of the correct application of BIM methodology and the buildingSMART MacLeamy Curve workflow promotion on a building project.	Multiple Choice Single Answer	Easy	36	-
What is the correct order for the detail level classification in the images of the doors below. From left to right.	Multiple Choice Single Answer	Easy	57	-
What is the difference between the column surround and the associated walls to the left and right shown in the figure below?	Multiple Choice Single Answer	Easy	42	-
Some walls are made from multiple layers of materials, such as brick, block, and drywall, as shown on the bottom in the	Multiple Choice Single Answer	Easy	71	-

Question	Type	Level	% Correct	#Linked Assessments
figure below.&nbsp;&nbsp;If the hatching for these materials is not displayed how do you change this?				
Which of the following would be true if you changed the top constraint of a wall from an unconnected height to a level?&nbsp;	Multiple Choice Single Answer	Easy	64	-
Which of the following tools allows you to change a wall from one made out of studs and brick to one made out of concrete	Multiple Choice Single Answer	Easy	17	-
Where do you specify the height of a wall before you start drawing it?&nbsp;	Multiple Choice Single Answer	Easy	39	-
When creating a floor the boundary sketch must be&hellip;.	Multiple Choice Single Answer	Easy	96	-
How do you change the thickness of a floor, such as those shown in the figure below?	Multiple Choice Single Answer	Easy	35	-
Which of the following Opening commands cuts an opening in multiple floors at the same time?	Multiple Choice Single Answer	Easy	80	-
When creating a sloped floor, Add Point option places a point at&hellip;.	Multiple Choice Single Answer	Easy	13	-
To create a roof sloping in one direction only (as shown on the front of the building in the figure below), you would create a roof&hellip;.	Multiple Choice Single Answer	Easy	69	-
To create a flat roof, which of the following commands would you use to draw a sketch of the boundary of the roof and to set its thickness?	Multiple Choice Single Answer	Easy	85	-
How do you add additional window or door families to a project?	Multiple Choice Single Answer	Easy	67	-
How do you include a tag with a door or window as shown in the figure below?	Multiple Choice Single Answer	Easy	53	-
Where are the door and window sizes stored?	Multiple Choice Single Answer	Easy	65	-
How do you create additional door or window sizes as shown in the figure below?	Multiple Choice Single Answer	Easy	69	-
When inserting a component, you select the family that you want to use in the&hellip;.	Multiple Choice Single Answer	Easy	39	-
When you use the&nbsp;Moves with Nearby Elements&nbsp;option, can you control which elements move with a component?	Multiple Choice Single Answer	Easy	53	-
The elements in the image below are all examples of what, within a project?	Multiple Choice Single Answer	Easy	60	-
The Material Library can be called up by clicking on the highlighted column and selecting the appropriate material?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	90	-
How would you add a Thermal tab to the properties of a masonry blockwork material?	Multiple Choice Single Answer	Easy	68	-
To create a Model Group with variants of newly created system family types, you simply click on the Group tool in the Modify tab and naming the type.	Multiple Choice Single Answer	Easy	85	-
Almost any type of element can be quantified in a schedule in Revit	Multiple Choice Single Answer	Easy	100	-
Under the Sorting/Grouping tab of the Schedule Properties, one would untick which box to group similar components together in a single row?	Multiple Choice Single Answer	Easy	30	-
Schedules cannot be exported to Microsoft Excel for analysis and manipulation of data.	Multiple Choice Single Answer	Easy	91	-

Question	Type	Level	% Correct	#Linked Assessments
For providing a symbolic representation of scheduled items to accompany a created schedule, one could create a _____?	Multiple Choice Single Answer	Easy	61	-
Legends update automatically such that when swapping i.e. a door in the model.	Multiple Choice Single Answer	Easy	61	-
When creating 3D shapes/forms in Revit, you would find the various options under the&nbsp;&nbsp;1.....2.....&nbsp;	Multiple Choice Single Answer	Easy	76	-
Any created 3D Solid form can be changed to a Void form.	Multiple Choice Single Answer	Easy	86	-
To edit any created extrusion, you click on _____ in the Modify tab.	Multiple Choice Single Answer	Easy	81	-
Which of the following geometric forms need a path to follow in order to complete the geometry?	Multiple Choice Single Answer	Easy	76	-
The Revit Library contains a large number of parametric and controllable forms that can be used to create geometric massing forms?	Multiple Choice Single Answer	Easy	85	-
Under the Massing & Site Tab, where would you find tools to ‘flesh-out’ the created mass form with physical components for the communication of the design intent?	Multiple Choice Single Answer	Easy	32	-
Name the four standard tools you can use for adding basic conceptual components to a mass form.	Multiple Choice Single Answer	Easy	95	-
When creating a contextual mass building model, it is unnecessary to accommodate the surrounding terrain and context in which the building sits.	Multiple Choice Single Answer	Easy	68	-
The manual process in creating a terrain model involves transferring of.....data from.....or hard-copy source into Revit as 3D points, by entering the elevation and positioning each point.	Multiple Choice Single Answer	Easy	68	-
Where a project involves interaction with an existing building, but it is largely untouched by the proposed work, it is imperative that the existing building is modeled in 3D	Multiple Choice Single Answer	Easy	63	-
Which of the following is NOT a stair component?	Multiple Choice Single Answer	Easy	40	-
Which command do you start with to create a curtain wall?	Multiple Choice Single Answer	Easy	69	-
You are placing a curtain grid and it keeps snapping to one dimension, such as the TWO-THIRDS OF CURTAIN PANEL,&nbsp;when you want it to be another.&nbsp;&nbsp;What should you do?	Multiple Choice Single Answer	Easy	38	-
How do you select one panel to modify it?	Multiple Choice Single Answer	Easy	35	-
Once you select a panel, what can you swap it for?	Multiple Choice Single Answer	Easy	88	-
How do you change the way in which two mullions intersect?	Multiple Choice Single Answer	Easy	51	-
Which of the following is not default Bounding Elements when Rooms are created in a project?&nbsp;	Multiple Choice Single Answer	Easy	30	-
To create a theoretical vertical membrane between two rooms where no physical boundary is present or wanted, one could use the following.	Multiple Choice Single Answer	Easy	84	-
Revit has a tool that enables automatic room placement, without having to select rooms individually.	Multiple Choice Single Answer	Easy	84	-
Name the different ways in which Room Tags can be created	Multiple Choice Single Answer	Easy	57	-

Question	Type	Level	% Correct	#Linked Assessments
when placing room elements.				
Tags cannot be applied to sectional views, although new rooms can be defined in such views.	Multiple Choice Single Answer	Easy	70	-
When you start a new project, how do you specify the base information in the new file?	Multiple Choice Single Answer	Easy	69	-
What type of view do you need to be in to add a level to your Project?	Multiple Choice Single Answer	Easy	71	-
Where can columns be placed?&nbsp;	Multiple Choice Single Answer	Easy	31	-
Which of the following types of CAD formats can you import into Autodesk Revit Software?&nbsp;	Multiple Choice Single Answer	Easy	85	-
How do you specify the size of a sheet?	Multiple Choice Single Answer	Easy	51	-
On how many sheets can a view be placed?	Multiple Choice Single Answer	Easy	38	-
Which of the following is the best method to use if the size of a view is too large for a sheet	Multiple Choice Single Answer	Easy	60	-
How do you set up a view on a sheet that only displays part of a floor plan?	Multiple Choice Single Answer	Easy	67	-
What does the abbreviation BxP refer to when working with BIM methodology in a building project?	Multiple Choice Single Answer	Easy	67	-
The BxP is a project communication document and often forms the agenda for a Project BIM Kick-off meeting where the topics should be discussed.	Multiple Choice Single Answer	Easy	86	-
Looking entirely within a discipline, the sustainability of various options can be dependent on which of the following factors?	Multiple Choice Single Answer	Easy	76	-
A project done in Revit cannot be subdivided into specific disciplinary areas, for the compilation of an entire project.	Multiple Choice Single Answer	Easy	84	-
What is a very useful feature that Revit enables after collaboration is enabled and the central project file is saved for the first time?	Multiple Choice Single Answer	Easy	40	-
What is the add-on tool that Autodesk provides for Multiple-Location Model Sharing in Revit?	Multiple Choice Single Answer	Easy	22	-
The _____ in Revit allows for the definition of various components within a project.	Multiple Choice Single Answer	Easy	63	-
What does it mean when a parametric component is created for use in one, or more projects?	Multiple Choice Single Answer	Easy	37	-
How many stages are there for Trouble-Free Family Creation?	Multiple Choice Single Answer	Easy	43	-
Most rules applied in the family creation process are defined using dimensions, which are then either locked, EQ-toggled, or labeled to form a parameter.	Multiple Choice Single Answer	Easy	98	-
What is the best template file to be used when modeling a new component i.e. a table?	Multiple Choice Single Answer	Easy	70	-
What line type is used to create 2D linework in a new family component?	Multiple Choice Single Answer	Easy	30	-
Revit is the only BIM program	Multiple Choice Single Answer	Easy	95	-
Revit can be used as a coordination tool but doesn't guarantee coordination	Multiple Choice Single Answer	Easy	79	-
When you create a project in the Autodesk Revit software, do	Multiple Choice Single Answer	Easy	45	-

Question	Type	Level	% Correct	#Linked Assessments
you draw in 3D or 2D?				
What is the purpose of the Project Browser?	Multiple Choice Single Answer	Easy	42	-
The difference between Type Properties and Properties is:	Multiple Choice Single Answer	Easy	47	-
What type of view do you need to be in to add a level to your project?	Multiple Choice Single Answer	Easy	82	-
What is the purpose of an alignment line?	Multiple Choice Single Answer	Easy	75	-
If a Grid A, for example, is deleted in one view it is deleted in all views	Multiple Choice Single Answer	Easy	89	-
Both the Rotate and Array with Radial command have a center of rotation that defaults to the center of the element or group of elements you have selected. How do you move the center of rotation to another point?	Multiple Choice Single Answer	Easy	64	-
If a Grid doesn't interest a Level in a Section or Elevation view, the Grid will not be visible in that Level's floor plan views.	Multiple Choice Single Answer	Easy	86	-
What are the two methods for starting the Move or Copy command?	Multiple Choice Single Answer	Easy	45	-
Where do you change the type for a selected plumbing fixture?	Multiple Choice Single Answer	Easy	41	-
Which command would you use to break part of a duct so that you can change the duct type?	Multiple Choice Single Answer	Easy	86	-
You can Copy an object by holding down the CTRL key while you drag an element	Multiple Choice Single Answer	Easy	79	-
Which of the following is true about the Visibility Graphic Overrides dialog box?	Multiple Choice Single Answer	Easy	44	-
You can edit an element's visibility settings even after the category of the element has been overridden.	Multiple Choice Single Answer	Easy	88	-
Once a floor plan has an assigned View Template you are still able to edit an element's visibility, but not a category's settings	Multiple Choice Single Answer	Easy	64	-
You can only edit a View's Scale via the Status Bar	Multiple Choice Single Answer	Easy	68	-
If you Select All Instances in a view and Override Graphics in View By Element you are overriding the category.	Multiple Choice Single Answer	Easy	48	-
There are 5 standard levels of development	Multiple Choice Single Answer	Easy	77	-
The level of development can also be controlled by the detail level of a view and how a family is created.	Multiple Choice Single Answer	Easy	85	-
It is always recommended to start with the highest and most complex level.	Multiple Choice Single Answer	Easy	77	-
Since a BIM model is not always only used by the team that created the model, it is always recommended that you create content and models that would be easy for anyone to use.	Multiple Choice Single Answer	Easy	92	-
When linking an architectural model into a systems project, which of the positioning methods keeps the model in the same place if the extents of the linked model change in size?	Multiple Choice Single Answer	Easy	83	-
How many times can one project be linked to another project?	Multiple Choice Single Answer	Easy	30	-
Which of the below combinations are all the discipline settings a view can be set to	Multiple Choice Single Answer	Easy	52	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following elements can be batch copied and monitored?	Multiple Choice Single Answer	Easy	65	-
On which of the following element types can a coordination review with the host project be performed?	Multiple Choice Single Answer	Easy	70	-
There are different types of families	Multiple Choice Single Answer	Easy	100	-
You can rotate elements, before you have placed them, by using the Space Bar	Multiple Choice Single Answer	Easy	100	-
Once you have placed a host-based element, you are able to pick a new host	Multiple Choice Single Answer	Easy	67	-
You are not able to copy and paste an element in another view and in the exact same place	Multiple Choice Single Answer	Easy	73	-
Once an air terminal is placed it may default to the incorrect host	Multiple Choice Single Answer	Easy	71	-
Once you have placed an air terminal you have the ability to create a duct system	Multiple Choice Single Answer	Easy	93	-
You have the ability to identify all the systems you have created with the System Browser	Multiple Choice Single Answer	Easy	86	-
You can identify if an element is part of a system by using the TAB key to cycle through the selection.	Multiple Choice Single Answer	Easy	71	-
View Filters allow you to override a View Template's settings for individual elements based on the category and specific parameter settings.	Multiple Choice Single Answer	Easy	71	-
You can rename the fields you use in your schedule.	Multiple Choice Single Answer	Easy	100	-
Schedules do not automatically add additional elements you have added to your model. You have to reload the schedule	Multiple Choice Single Answer	Easy	50	-
Legend Components generally provide a preview of the plan, elevation or front & back of a component you have loaded into your project.	Multiple Choice Single Answer	Easy	80	-
You can set a legend component to display its own Detail Level without changing the entire view's settings.	Multiple Choice Single Answer	Easy	90	-
When creating a Legend, which of the following elements cannot be added?	Multiple Choice Single Answer	Easy	40	-
Where do you specify the Flow of an air terminal?	Multiple Choice Single Answer	Easy	76	-
The size of the duct drawn from control on mechanical equipment must remain the same size as the opening on the equipment until it intersects with another duct.	Multiple Choice Single Answer	Easy	67	-
How do you change an elbow fitting to a tee fitting?	Multiple Choice Single Answer	Easy	29	-
When adding pipe accessories, such as the Venturi Flow Meter, you are first required to:	Multiple Choice Single Answer	Easy	38	-
When can you convert a rigid duct to a flexible duct, such as that shown in?	Multiple Choice Single Answer	Easy	57	-
Which of the following is NOT a type of system that can be created in the Autodesk Revit MEP software?	Multiple Choice Single Answer	Easy	69	-
Which of the following are types of electrical components that can be added to a project?	Multiple Choice Single Answer	Easy	69	-
What happens to hosted lighting fixtures in an Autodesk Revit MEP project if the ceiling is deleted and then a new one is added at a different height in the architectural linked model?	Multiple Choice Single Answer	Easy	85	-

Question	Type	Level	% Correct	#Linked Assessments
A panel schedule can be modified once a circuit has been added to it?	Multiple Choice Single Answer	Easy	77	-
How do you move a spare circuit in a panel schedule?	Multiple Choice Single Answer	Easy	23	-
After tying in piping to a sloped sanitary pipe, the automatically placed fittings are facing the wrong direction. To fix this, select the fitting and...	Multiple Choice Single Answer	Easy	76	-
Which placement option can be used for placing a face based plumbing fixture on the wall?	Multiple Choice Single Answer	Easy	71	-
How do you specify the direction in which pipe slopes as you are creating it?	Multiple Choice Single Answer	Easy	47	-
When you want to add spaces to a project that uses a linked model, what is required for the spaces to work as expected?	Multiple Choice Single Answer	Easy	60	-
Which of the following is true to get an accurate Heating and Cooling Loads analysis? Spaces need to be created in all rooms...	Multiple Choice Single Answer	Easy	73	-
If you do not see spaces in the view you are working in, what is required to display them?	Multiple Choice Single Answer	Easy	47	-
If a space is not reaching the ceiling, which of the following methods can you use to fix the issue?	Multiple Choice Single Answer	Easy	67	-
When you have a space that is not defined entirely by walls, such as a balcony in a 2-story lobby, how do you control the size of the space?	Multiple Choice Single Answer	Easy	53	-
When a wall is moved, how do you update the dimension?	Multiple Choice Single Answer	Easy	89	-
How do you create new text styles?	Multiple Choice Single Answer	Easy	44	-
When you edit text, how many leaders can be added?	Multiple Choice Single Answer	Easy	78	-
Detail lines created in one view also display in the related view	Multiple Choice Single Answer	Easy	78	-
Which of the following are ways in which you can create a detail?	Multiple Choice Single Answer	Easy	78	-
In which type of view can you NOT add detail lines	Multiple Choice Single Answer	Easy	89	-
How are detail components different from building components?	Multiple Choice Single Answer	Easy	56	-
How do you specify the size of a sheet?	Multiple Choice Single Answer	Easy	44	-
On how many sheets can a view be placed?	Multiple Choice Single Answer	Easy	69	-
How do you set up a view on a sheet that only displays part of a floor plan?	Multiple Choice Single Answer	Easy	75	-
Which of the following is the best method to use if the size of a view is too large for a sheet?	Multiple Choice Single Answer	Easy	75	-
How do you fill in the information on the titled block?	Multiple Choice Single Answer	Easy	81	-
A Design Options Set can be used to communicate multiple&hellip;	Multiple Choice Single Answer	Easy	92	-
A visual way of communicating different Design Options will be by creating _____ to show the alternative options.	Multiple Choice Single Answer	Easy	69	-
There are two locations on the screen where you can set the	Multiple Choice Single Answer	Easy	69	-

Question	Type	Level	% Correct	#Linked Assessments
active design option - at the bottom of the screen in the View Control Bar or on the _____ tab in the ribbon menus.				
When objects are added to a Design Options Set, they are still part of the Main Model.	Multiple Choice Single Answer	Easy	69	-
It is also possible to add elements to a single design option by cutting the elements from the main model and pasting them into the same place in the design option.	Multiple Choice Single Answer	Easy	54	-
Construction sequencing is also commonly known as what?	Multiple Choice Single Answer	Easy	88	-
The description of various Project Phases is optional.	Multiple Choice Single Answer	Easy	75	-
If you demolish a door, Revit will automatically add an in-fill wall to block up the hole left by the removal of the door.	Multiple Choice Single Answer	Easy	75	-
On the Properties Palette under the heading "Phasing", you will find 2 drop-down menus namely: Phase Created and &hellip;.	Multiple Choice Single Answer	Easy	100	-
If you set the "Phase Demolished" to the same as the "Phase Created" of a wall, it will assign a &hellip; status to this wall.	Multiple Choice Single Answer	Easy	88	-
_____ can be drawn to represent a known survey point.	Multiple Choice Single Answer	Easy	91	-
After entering the OS coordinates at the end of a Model Line to represent a known survey point, the angle from Project North to True North will remain at &hellip; degrees.	Multiple Choice Single Answer	Easy	82	-
Where can you toggle the Orientation between Project North and True North?	Multiple Choice Single Answer	Easy	55	-
Model files can be cross-referenced into each other such that the site is visible in the building and vice-versa.	Multiple Choice Single Answer	Easy	91	-
To use the energy analysis features of Revit, you must have a subscription account and sign in to Autodesk 360 web services using your Autodesk ID and password.	Multiple Choice Single Answer	Easy	91	-
The _____ dialogue allows us to apply more appropriate values for our climate than may be supplied as default.	Multiple Choice Single Answer	Easy	36	-
After changing the Energy Settings of an Energy Model, the changes will immediately take effect.	Multiple Choice Single Answer	Easy	73	-
To apply the appropriate weather data to an Energy Model you need to set the _____	Multiple Choice Single Answer	Easy	91	-
It is also possible to set the Location from the _____ dialogue which can be accessed from a few places, including the Sun Path icon on the View Control Bar at the bottom of the screen.	Multiple Choice Single Answer	Easy	36	-
Materials all have thermal properties by default.	Multiple Choice Single Answer	Easy	82	-
Columns, foundation pads, beams, beam systems, vertical bracing members, a foundation slab and simple slab edge are all examples of structural elements in Revit.	Multiple Choice Single Answer	Easy	100	-
To place a beam system using the one-click method, which option should be highlighted? Automatic Beam System or Sketch Beam System?	Multiple Choice Single Answer	Easy	100	-
To add Bracing to a building, firstly you will need to create a _____ Elevation.	Multiple Choice Single Answer	Easy	70	-
The Brace tool can be found on the &hellip; tab.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
When placing a structural floor, the desired structural supports of the floor can be picked to determine an exact. This is done by selecting &hellip; from the&ampnbspDraw Panel.	Multiple Choice Single Answer	Easy	40	-
A new library item or Standard Family, can only be used once.	Multiple Choice Single Answer	Easy	100	-
When creating a new library item or Standard Family, it is important that we correctly categorise the element. Why?	Multiple Choice Single Answer	Easy	88	-
In the case of a standard family component such as this, the category is defined simply by selecting the correct_____	Multiple Choice Single Answer	Easy	63	-
The relationship between the curtain wall panel and the mullion is defined by the location of the _____ within the profile family	Multiple Choice Single Answer	Easy	100	-
By removing the annotation categories from the view prior to saving, we improve the appearance of the &hellip; &hellip; of the element when browsing through the library.	Multiple Choice Single Answer	Easy	63	-
As with any good content, certain design factors should be taken into consideration in making an element which is fit for purpose. These include:	Multiple Choice Single Answer	Easy	100	-
The&ampnbspreference planes&ampnbspthat we create within a family, will be visible once we take them into a project or nested family situation	Multiple Choice Single Answer	Easy	82	-
During Step 2 (Layout) of creating a family, we can define a&ampnbspreference plane&ampnbsponly as being Left, Right, Top and Bottom.	Multiple Choice Single Answer	Easy	73	-
By defining a&ampnbspreference plane, it allows Revit to know how to attach _____ Witness Lines after an object is swapped.	Multiple Choice Single Answer	Easy	55	-
When laying out a family in the&ampnbspRef. Level&ampnbspview, you can specify whether you want a Strong Reference, a &hellip; Reference, or Not a Reference at all.	Multiple Choice Single Answer	Easy	27	-
The two main methods used to align analytical members are auto-detection and _____	Multiple Choice Single Answer	Easy	25	-
Hard-points are the locations on the curved beam where other structural elements are touching.	Multiple Choice Single Answer	Easy	83	-
When aligning Offset Walls during the preparation of an analytical model the 2 main alignment tools are Projection of Walls and &hellip;	Multiple Choice Single Answer	Easy	67	-
The 2 main alignment tools are the only way to adjust offset walls to align.	Multiple Choice Single Answer	Easy	83	-
The Warnings dialogue of an analytical model will include all the warnings in the model, not just analytical warnings. To see only the Analytical warnings, ensure that in the Structural Settings dialogue, _____ are both un-Ticked	Multiple Choice Single Answer	Easy	58	-
After placing a Flat Truss you can&rsquo;t reduce the number of diagonals in the truss and modify the height.	Multiple Choice Single Answer	Easy	60	-
Trusses cannot be aligned to reference planes.	Multiple Choice Single Answer	Easy	80	-
Whilst creating&ampnbspParametric Trusses, the colour system identifies the top and bottom chords, the verticals, and the &hellip;, this is typical for all trusses.	Multiple Choice Single Answer	Easy	70	-
When drawing in the&ampnbspTop chord,&ampnbspBottom chord,&ampnbspand web members&ampnbspit is important to _____ it to its corresponding Reference Planes	Multiple Choice Single Answer	Easy	100	-
The type of structural member used for the various aspects of the truss such as top and bottom chord, etc are specified in	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
the truss family, but the specific size of the members can be parametric.				
Before applying loads to the model, it may be necessary to create and define new loads and load ____	Multiple Choice Single Answer	Easy	50	-
For Analytical plan views, you must define the Visibility/Graphics Overrides and turn off the Model Categories and turn on the&nbsp;&hellip; Model Categories.	Multiple Choice Single Answer	Easy	92	-
Loads in a Load Combination can be applied as point, line, or &hellip; loads.	Multiple Choice Single Answer	Easy	67	-
What does the acronym DL stand for:	Multiple Choice Single Answer	Easy	67	-
What does the acronym LL stand for:	Multiple Choice Single Answer	Easy	83	-
Whilst creating a new element which is controlled by a framework of Reference Planes and Reference Lines it is important to lock and equalise the Reference Planes during the Layout Step.	Multiple Choice Single Answer	Easy	90	-
By locking and equalising the Reference Planes and Reference Lines the locked and the equalised dimension represent the first of the &hellip; which we are applying to the frame.	Multiple Choice Single Answer	Easy	20	-
The locked dimension ensures that wherever a plane moves, the plane that is locked to it will follow at a fixed ____	Multiple Choice Single Answer	Easy	80	-
The EQ dimension string will keep the center of the layout of the element ____	Multiple Choice Single Answer	Easy	90	-
Rules can also be added in the form of Labels. These will form the basis of ____ controlled properties of the geometry.	Multiple Choice Single Answer	Easy	80	-
Different means of placing reinforcement into different construction elements include, but is not limited to, planar rebar,&nbs;structural area, and &hellip;&nbs;area reinforcement.	Multiple Choice Single Answer	Easy	50	-
Several valid hosts for reinforcements include&nbs;concrete foundations,&nbs;floor slabs,&nbs;and&nbs;precast stairs	Multiple Choice Single Answer	Easy	92	-
When placing&nbs;Area Reinforcement&nbs;in a defined boundary, the Area tool adds top and bottom rebars and adjusts the selected reinforcement to suit the defined boundary. What will happen when a cut-out is added to the defined boundary?	Multiple Choice Single Answer	Easy	67	-
The&nbs;fabric area&nbs;is an instance with one layer of evenly lapped spliced fabric sheets, this tool can be used with floors, walls, and &hellip;;	Multiple Choice Single Answer	Easy	83	-
The&nbs;Fabric Area tool&nbs;automatically places sheets in the Bottom of the floor.	Multiple Choice Single Answer	Easy	67	-
Structural connections&nbs;can be modified through the &hellip; dialogue to define a custom connection type.	Multiple Choice Single Answer	Easy	32	-
The connection parameter dialogue&nbs;does&nbs;have an Apply button	Multiple Choice Single Answer	Easy	58	-
How many&nbs;standard steel connections&nbs;are available in Revit?	Multiple Choice Single Answer	Easy	37	-
Structural connections display different levels of detail. In&nbs;Medium&nbs;detail level, only a ____ of the connection is displayed	Multiple Choice Single Answer	Easy	74	-
In&nbs;Fine&nbs;detail level, the &hellip; of the connection is displayed.	Multiple Choice Single Answer	Easy	74	-
What does the acronym&nbs;RC&nbs;stand for?	Multiple Choice Single Answer	Easy	80	-

Question	Type	Level	% Correct	#Linked Assessments
Details of Rebars in a project can be listed in a _____	Multiple Choice Single Answer	Easy	80	-
A Rebar schedule can set up to show the rebar for a specific partition only. This is achieved by setting the &hellip; in the Schedule Properties dialogue.	Multiple Choice Single Answer	Easy	40	-
In order to edit the Schedule properties of a specific schedule you need to open the Schedule View. This can be done in the following 2 ways: Double-click on the sheet or&hellip;	Multiple Choice Single Answer	Easy	90	-
The quantity of each type and size of Rebar cannot be displayed in the Rebar Schedule.	Multiple Choice Single Answer	Easy	90	-
To send an Analytical Model to the Robot Structural Analysis software, you go to the Analyze tab, Structural Analysis panel and select _____	Multiple Choice Single Answer	Easy	69	-
If Robot is not installed, which option should then be selected to create a file for later use?	Multiple Choice Single Answer	Easy	46	-
What is the file extension for the file created for later use in Robot?	Multiple Choice Single Answer	Easy	46	-
In Robot Structural Analysis (RSA), Element visibility may also be controlled using the tools on the toolbar at the bottom left edge of the scene view	Multiple Choice Single Answer	Easy	77	-
Why is it advisable to generate the load combinations in Robot Structural Analysis (RSA) rather than in Revit?	Multiple Choice Single Answer	Easy	77	-
Revit is the only BIM program	Multiple Choice Single Answer	Easy	94	-
Revit can be used as a coordination tool but doesn't guarantee coordination	Multiple Choice Single Answer	Easy	82	-
When you create a project in the Autodesk Revit software, do you draw in 3D or 2D?	Multiple Choice Single Answer	Easy	47	-
What is the purpose of the Project Browser?	Multiple Choice Single Answer	Easy	59	-
Which part(s) of the interface changes according to the command you are using?&nbsp;	Multiple Choice Single Answer	Easy	47	-
The difference between Type Properties and Properties is:	Multiple Choice Single Answer	Easy	29	-
What type of view do you need to be in to add a level to your project?	Multiple Choice Single Answer	Easy	100	-
What is the purpose of an alignment line?	Multiple Choice Single Answer	Easy	67	-
If a Grid A, for example, is deleted in one view it is deleted in all views	Multiple Choice Single Answer	Easy	89	-
Both the Rotate and Array with Radial command have a center of rotation that defaults to the center of the element or group of elements you have selected. How do you move the center of rotation to another point?&nbsp;	Multiple Choice Single Answer	Easy	11	-
If a Grid doesn't interest a Level in a Section or Elevation view, the Grid will not be visible in that Level's floor plan views.	Multiple Choice Single Answer	Easy	89	-
What are the two methods for starting the Move or Copy command?	Multiple Choice Single Answer	Easy	64	-
Where do you change the type for a selected plumbing fixture?	Multiple Choice Single Answer	Easy	55	-

Question	Type	Level	% Correct	#Linked Assessments
When you select a Mechanical Equipment component several icons display. What is the purpose of these icons?	Multiple Choice Single Answer	Easy	45	-
Which command would you use to break part of a duct so that you can change the duct type?	Multiple Choice Single Answer	Easy	100	-
You can Copy an object by holding down the CTRL key while you drag an element	Multiple Choice Single Answer	Easy	73	-
Which of the following is true about the Visibility Graphic Overrides dialog box?&nbsp;	Multiple Choice Single Answer	Easy	78	-
You can edit an elements visibility settings even after the category of the element has been overridden.	Multiple Choice Single Answer	Easy	100	-
Once a floor plan has an assigned View Template you are still able to edit an element's visibility, but not a category's settings	Multiple Choice Single Answer	Easy	67	-
You can only edit a View's Scale via the Status Bar	Multiple Choice Single Answer	Easy	89	-
If you Select All Instances in a view and Override Graphics in View By Element you are overriding the category.	Multiple Choice Single Answer	Easy	67	-
There are 5 standard levels of developments	Multiple Choice Single Answer	Easy	80	-
The level of development can also be controlled by the detail level of a view and how a family is created.	Multiple Choice Single Answer	Easy	100	-
It is always recommended to start with the highest and most complex level.	Multiple Choice Single Answer	Easy	90	-
Since a BIM model is not always only used by the team that created the model, it is always recommended that you create content and models that would be easy for anyone to use.	Multiple Choice Single Answer	Easy	90	-
When linking an architectural model into a systems project, which of the positioning methods keeps the model in the same place if the extents of the linked model change in size?	Multiple Choice Single Answer	Easy	69	-
How many times can one project be linked to another&nbsp;project?	Multiple Choice Single Answer	Easy	15	-
Which of the below combinations are all the discipline settings a view can be set to	Multiple Choice Single Answer	Easy	31	-
Which of the following elements can be copied and monitored?	Multiple Choice Single Answer	Easy	85	-
On which of the following element types can a coordination review with the host project be performed?	Multiple Choice Single Answer	Easy	46	-
Which of the following are ways you can create walls in a project?	Multiple Choice Single Answer	Easy	83	-
Which command do you use to insert a pier or a pilaster?	Multiple Choice Single Answer	Easy	50	-
How do you create additional column sizes for column types already in the project?	Multiple Choice Single Answer	Easy	100	-
Which element is the host for an isolated footing?	Multiple Choice Single Answer	Easy	17	-
Which command do you use to add a custom footing type under a wall?	Multiple Choice Single Answer	Easy	58	-
If you Duplicate a Floor Type and give it a new name, all the type settings that will be edited will be unique to the new type.	Multiple Choice Single Answer	Easy	100	-
When you edit a Walls Structure you have different functions available.	Multiple Choice Single Answer	Easy	78	-
&nbsp;If you Select All Instances &ndash; In the Entire	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Project, it will only select all instances that are of the same type as the option you have selected				
You cannot load a new System Family into a project	Multiple Choice Single Answer	Easy	44	-
You can rename the fields you use in your schedule.	Multiple Choice Single Answer	Easy	100	-
Schedules do not automatically add additional elements you have added to your model. You have to reload the schedule.	Multiple Choice Single Answer	Easy	67	-
Legend Components generally provide a preview of the plan, elevation or front & back of a component you have loaded into your project.	Multiple Choice Single Answer	Easy	100	-
You can set a legend component to display its own Detail Level without changing the entire view's settings	Multiple Choice Single Answer	Easy	89	-
When creating a Legend, which of the following elements cannot be added?	Multiple Choice Single Answer	Easy	56	-
When creating a slab which of the following Draw Tools used to create a boundary automatically updates the slab boundary if the other elements are changed?	Multiple Choice Single Answer	Easy	77	-
Foundation slabs often have slab edges in a section. Which of the following is true of slab edges?	Multiple Choice Single Answer	Easy	31	-
Which of the following elements cannot be cut by a shaft opening?	Multiple Choice Single Answer	Easy	77	-
Which tool would you use to set or modify the direction of metal decking in a structural floor?	Multiple Choice Single Answer	Easy	46	-
Which of the following is NOT a stair component?	Multiple Choice Single Answer	Easy	22	-
When do you need to use the Railing command?	Multiple Choice Single Answer	Easy	72	-
Which of the following elements is most helpful in specifying the start and end runs of ramps?	Multiple Choice Single Answer	Easy	89	-
Which command do you start with to create a curtain wall?	Multiple Choice Single Answer	Easy	44	-
You are placing a curtain grid and it keeps snapping to one dimension, such as the TWO-THIRDS OF CURTAIN PANEL shown in the figure below, when you want it to be another. &nbsp;What should you do?	Multiple Choice Single Answer	Easy	22	-
When placing a beam, which of the following is NOT an option?	Multiple Choice Single Answer	Easy	28	-
Which of the following describes a Beam System?	Multiple Choice Single Answer	Easy	24	-
In a plan view, which of the following changes the display to show the stick symbol for beams?	Multiple Choice Single Answer	Easy	45	-
How do you create sloped beams?	Multiple Choice Single Answer	Easy	48	-
Where do you assign the structural member types and sizes for the components of a truss?	Multiple Choice Single Answer	Easy	66	-
When a wall is moved, how do you update the dimension?	Multiple Choice Single Answer	Easy	90	-
How do you create new text styles?	Multiple Choice Single Answer	Easy	60	-
When you edit text, how many leaders can be added?	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
Detail lines created in one view also display in the related view.	Multiple Choice Single Answer	Easy	70	-
Which of the following are ways in which you can create a detail?	Multiple Choice Single Answer	Easy	80	-
In which type of view can you NOT add detail lines?	Multiple Choice Single Answer	Easy	100	-
How are detail components different from building components?	Multiple Choice Single Answer	Easy	30	-
How do you specify the size of a sheet?	Multiple Choice Single Answer	Easy	47	-
On how many sheets can a view be placed?	Multiple Choice Single Answer	Easy	40	-
Which of the following is the best method to use if the size of a view is too large for a sheet?	Multiple Choice Single Answer	Easy	73	-
How do you set up a view on a sheet that only displays part of a floor plan?	Multiple Choice Single Answer	Easy	80	-
One tool that describes in detail the layout and content of interactive media pages is a _____	Multiple Choice Single Answer	Easy	-	-
Marketing can be seen as the action taken by a business to _____ a product or service&nbsp;	Multiple Choice Single Answer	Easy	100	-
The main purpose of Marketing is to _____ customer needs&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
The ideal customer profile includes&nbs;	Multiple Choice Single Answer	Easy	89	-
Advertising and Marketing are the same thing	Multiple Choice Single Answer	Easy	89	-
Advertising is described as everything an organization does to build a relationship between the company and consumer.	Multiple Choice Single Answer	Easy	56	-
Marketing Research is a continuous process for collecting, investigating and interpreting information about a particular market&nbs;	Multiple Choice Single Answer	Easy	100	-
The purpose of regular market research is needed in order to:&nbs;	Multiple Choice Single Answer	Easy	100	-
Business Owners use Marketing research to&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
The Marketing Research Process&nbs;	Multiple Choice Single Answer	Easy	94	-
Analyse data by conducting focus groups and interviews&nbs;	Multiple Choice Single Answer	Easy	39	-
Direct Observations are organized sessions with groups of people where a scripted topic or Q&A discussion with a moderator takes place.&nbs;	Multiple Choice Single Answer	Easy	56	-
Focus groups are conducted in various ways, including one-on-one interviews, &ldquo;Satisfaction Surveys&rdquo;, phone calls, mail campaigns, or online.&nbs;	Multiple Choice Single Answer	Easy	61	-
Primary Research is already compiled and organise by government agencies and trade associations.&nbs;	Multiple Choice Single Answer	Easy	78	-
Exploratory Research seeks to find out what potential consumers think and feel about a given subject	Multiple Choice Single Answer	Easy	94	-
Exploratory Research is known as:	Multiple Choice Single Answer	Easy	72	-
Quantitative Research is based on:	Multiple Choice Single Answer	Easy	89	-

Question	Type	Level	% Correct	#Linked Assessments
The Micro Environment is an internal factor of the business it consists of:&nbsp;	Multiple Choice Single Answer	Easy	72	-
A monopoly exists when two or more firms sell same or similar products and services.&nbsp;	Multiple Choice Single Answer	Easy	61	-
Economic factors include region, country, age, educational level, ethnicity, lifestyle, cultural norms and values.&nbsp;	Multiple Choice Single Answer	Easy	67	-
The PESTLE analysis provides a detailed analysis of the Business Environment&nbsp;	Multiple Choice Single Answer	Easy	78	-
The Term Pestle denotes the following business factors&nbsp;	Multiple Choice Single Answer	Easy	72	-
Legal Factors include:&nbsp;	Multiple Choice Single Answer	Easy	28	-
SWOT Analysis provide information that helps in synchronizing the firm's resources and capabilities with the competitive environment in which the firm operates.&nbsp;	Multiple Choice Single Answer	Easy	72	-
Impulse Purchases are items that consumers purchase routinely.&nbsp;	Multiple Choice Single Answer	Easy	83	-
Traditional Marketing includes&nbsp;	Multiple Choice Single Answer	Easy	78	-
Identify which of the following elements have not played a part in the rapid growth of Social Media.	Multiple Choice Single Answer	Easy	55	-
Which of the following is not an example of a Social Media Platform&nbsp;	Multiple Choice Single Answer	Easy	90	-
The following elements are examples of Digital Marketing&nbsp;	Multiple Choice Single Answer	Easy	35	-
The benefits of Digital Marketing include&nbsp;	Multiple Choice Single Answer	Easy	35	-
Digital Marketing does not include:	Multiple Choice Single Answer	Easy	95	-
Guidelines when designing your website include:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Guidelines for a "Call to Action" include.&nbsp;	Multiple Choice Single Answer	Easy	95	-
When reviewing your Website layout pay special attention to:	Multiple Choice Single Answer	Easy	20	5
The following are all important factors for Search Engine Optimisation Ranking	Multiple Choice Single Answer	Easy	30	-
What is Google Adwords?	Multiple Choice Single Answer	Easy	10	-
These are essential elements of a professional, easy to read Newsletter&nbsp;	Multiple Choice Single Answer	Easy	30	-
The following steps are vital when measuring the progress of your Marketing plan&nbsp;	Multiple Choice Single Answer	Easy	30	-
Align Social Media marketing goals with the overall goals of your company, ensure that they are:	Multiple Choice Single Answer	Easy	25	1
Which of the following is not a search engine?&nbsp;	Multiple Choice Single Answer	Easy	90	-
All except one of the following words describe SEO&nbsp;	Multiple Choice Single Answer	Easy	33	-
SEO is short for Search Engine Optimisation, it is a marketing	Multiple Choice Single Answer	Easy	90	-

Question	Type	Level	% Correct	#Linked Assessments
discipline focused on growing visibility in organic (non-paid) search engine results;				
Keyword stuffing, Article Spinning and Link farms are examples of Meta Tags	Multiple Choice Single Answer	Easy	57	-
All except one are the benefits of Google Analytics;	Multiple Choice Single Answer	Easy	62	-
The Title tag which appears on the head block of a page is a meta tag;	Multiple Choice Single Answer	Easy	57	-
Google Ads works faster than Search Engine Optimization.	Multiple Choice Single Answer	Easy	95	-
_____ is an Internet Advertising model used to direct traffic to Website, in which advertisers pay the publisher (typically a website owner) when the ad is clicked	Multiple Choice Single Answer	Easy	90	-
The percentage of visitors to a particular website who navigate away from the site after viewing only one page. This is called the _____.	Multiple Choice Single Answer	Easy	95	-
_____ is a technology that facilitates communication and sharing by using a platform.	Multiple Choice Single Answer	Easy	90	-
The biggest social network on the web, both in terms of name recognition and total users (approx. 2 billion active users globally);	Multiple Choice Single Answer	Easy	95	-
Which of the following is not considered a common characteristic of an entrepreneur?	Multiple Choice Single Answer	Easy	75	-
Personal characteristics which are required to be a successful entrepreneur involve--;	Multiple Choice Single Answer	Easy	100	-
Which of these is not a characteristic that is helpful for an entrepreneur to have?;	Multiple Choice Single Answer	Easy	75	-
There are many ways to communicate, choose the method that is not considered a form of communication?	Multiple Choice Single Answer	Easy	86	-
Which of the following is not a common entrepreneurial trait?;	Multiple Choice Single Answer	Easy	88	-
In the Communication process what follows after The Communicator?	Multiple Choice Single Answer	Easy	79	-
An entrepreneur would be best described as risk -----;	Multiple Choice Single Answer	Easy	25	-
Why is it important to interpret what you have heard or read before responding?	Multiple Choice Single Answer	Easy	64	-
Why is unpacking or extracting information like a brainstorm?	Multiple Choice Single Answer	Easy	79	-
A response can be written or verbal. Why is it important to choose the correct format?	Multiple Choice Single Answer	Easy	93	-
An intrapreneur is someone who has created a business or idea from the ground up.;	Multiple Choice Single Answer	Easy	100	-
An entrepreneur is hired into a company to execute the responsibilities of an intrapreneur, but at the request of the business.;	Multiple Choice Single Answer	Easy	100	-
An intrapreneur does not fully bear the risk involved in the enterprise.;	Multiple Choice Single Answer	Easy	100	-
An intrapreneur is a moderate risk taker.;	Multiple Choice Single Answer	Easy	33	-
Intrapreneurs cause threats to organizations when they exit the business.;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
A key difference between a "corporation" on the one hand and a sole proprietorship and a partnership on the other is that corporations involve the separation of ownership and management.	Multiple Choice Single Answer	Easy	75	-
The entrepreneurs as the employers should not be knowledgeable about the provisions of the Acts governing employment in South Africa.	Multiple Choice Single Answer	Easy	100	-
Entrepreneurs need to have information regarding the external internal environment;only in order to successfully manage the business opportunity.	Multiple Choice Single Answer	Easy	75	-
Timely information can make and break a business.	Multiple Choice Single Answer	Easy	100	-
No business can ever exist unless it has certain resources to support it.	Multiple Choice Single Answer	Easy	100	-
One advantage of buying an existing business as opposed to starting;a new business is:	Multiple Choice Single Answer	Easy	75	-
The advantages of buying a business include;	Multiple Choice Single Answer	Easy	100	-
The following trap should be avoided when buying a business.	Multiple Choice Single Answer	Easy	100	-
Which of the following is a source of power during negotiations?	Multiple Choice Single Answer	Easy	63	-
Which of the following is NOT an advantage of buying an existing business?	Multiple Choice Single Answer	Easy	50	-
Creativity is a result of brain-driven actions.	Multiple Choice Single Answer	Easy	100	-
Practices are one of the 4Ps of the model of creativity.	Multiple Choice Single Answer	Easy	67	-
A good idea automatically transfers into an opportunity;	Multiple Choice Single Answer	Easy	67	-
Entrepreneurial opportunities are often embedded in uncertain environments.	Multiple Choice Single Answer	Easy	100	-
Government intervention is one of the reasons bigger firms leave gaps in the market;	Multiple Choice Single Answer	Easy	100	-
Which section of the business plan focuses on the specific segment or target market of an industry to which the firm will try to appeal?	Multiple Choice Single Answer	Easy	100	-
Which is NOT a valid point in the importance of workplace communication?	Multiple Choice Single Answer	Easy	91	-
The most essential role of the executive summary in the business plan is to	Multiple Choice Single Answer	Easy	50	-
Which method of workplace communication is considered informal and is difficult to control?	Multiple Choice Single Answer	Easy	64	-
Which is NOT a criteria for quality information?	Multiple Choice Single Answer	Easy	82	-
Which of the following is not considered a key component of a business plan?	Multiple Choice Single Answer	Easy	50	-
What is the most common difficulty encountered with vertical communication?	Multiple Choice Single Answer	Easy	73	-
Which of the following is the purpose of a business plan?	Multiple Choice Single Answer	Easy	83	-
Which one of the following is a reason to write a business	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
plan?&nbsp;				
Risk management is the practice of using processes, methods and tools for managing these risks.&nbsp;	Multiple Choice Single Answer	Easy	100	-
It is&nbsp;not&nbsp;important that businesses be located where there is a stable political climate.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Location is one of the single most important factors that ensure the success or otherwise of many a business venture.	Multiple Choice Single Answer	Easy	100	-
Risk can be good and bad	Multiple Choice Single Answer	Easy	100	-
Which is NOT a valid question to ask for a clear communication strategy?	Multiple Choice Single Answer	Easy	100	-
Quality systems require time and money, so&nbsp;it's&nbsp;considered as an investment.&nbsp;	Multiple Choice Single Answer	Easy	100	-
What would be the most suitable form&nbsp;of communication to announce and arrange a meeting?	Multiple Choice Single Answer	Easy	100	-
When is verbal communication NOT the best option?&nbsp;	Multiple Choice Single Answer	Easy	89	-
----- is the company that owns the business name and elements and grants others the right to sell its product.&nbsp;	Multiple Choice Single Answer	Easy	71	-
Computerised communication methods include	Multiple Choice Single Answer	Easy	89	-
What does VOIP stand for?	Multiple Choice Single Answer	Easy	78	-
How does a franchise differ from the license?&nbsp;	Multiple Choice Single Answer	Easy	71	-
What is a royalty?	Multiple Choice Single Answer	Easy	-	-
Which business is not an example of a franchise?	Multiple Choice Single Answer	Easy	71	-
Which one from below is not a form of licensing?	Multiple Choice Single Answer	Easy	71	-
Growth does not come with any risk associated with it.&nbsp;	Multiple Choice Single Answer	Easy	100	-
&nbsp;Desire should be reflected in the mission of the enterprise.&nbsp;	Multiple Choice Single Answer	Easy	67	-
Direction has to be indicated in the business strategy and must&nbsp;be&nbsp;quantified.	Multiple Choice Single Answer	Easy	100	-
In the breakthrough stage, the entrepreneur may struggle to breakeven as they introduce their products to the market.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Some ventures remain in the maturity phase for a long time&nbsp;	Multiple Choice Single Answer	Easy	100	-
Turnaround...	Multiple Choice Single Answer	Easy	100	-
Positioning...	Multiple Choice Single Answer	Easy	83	-
Management focus...	Multiple Choice Single Answer	Easy	67	-
Strategic Issues...	Multiple Choice Single Answer	Easy	33	-
Lack of solid market research is a reason for business	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
success.&nbsp;				
Poor communication skills include	Multiple Choice Single Answer	Easy	100	-
Individuals with an entrepreneurial mindset often neglect opportunities and value creation.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which is NOT a barrier to communication?	Multiple Choice Single Answer	Easy	89	-
&nbs;Individuals with a growth mindset tend to adopt low-performance goals and have low confidence&nbs;	Multiple Choice Single Answer	Easy	100	-
Rigidness is a characteristic of an entrepreneurial mindset.&nbs;	Multiple Choice Single Answer	Easy	100	-
An environment that is accepting of failure is a huge support for most entrepreneurs.&nbs;	Multiple Choice Single Answer	Easy	67	-
Which one of these a common barrier to communication?	Multiple Choice Single Answer	Easy	89	-
If you commit yourself to the entrepreneurial life, you need to be prepared for a tough journey.&nbs;	Multiple Choice Single Answer	Easy	100	-
How can it be a barrier to communication if someone's interests differ?	Multiple Choice Single Answer	Easy	67	-
What&nbs;is&nbs;the definition of an&nbs;interference&nbs;when it comes to communication barriers?	Multiple Choice Single Answer	Easy	89	-
What is meant by the statement:&nbs; &ldquo;Listening should be active not passive&rdquo;?	Multiple Choice Single Answer	Easy	67	-
Which statement is UNTRUE about listening according to the survey?&nbs;	Multiple Choice Single Answer	Easy	67	-
.&nbs;Which statement is true about good listening?&nbs;	Multiple Choice Single Answer	Easy	78	-
Which is incorrect when being a communicator?&nbs;	Multiple Choice Single Answer	Easy	89	-
What is the best way to determine whether a recipient has understood your message?&nbs;	Multiple Choice Single Answer	Easy	89	-
What is Search Engine Optimization (SEO)?	Multiple Choice Single Answer	Easy	100	-
What is&nbs;Social Media Channels?	Multiple Choice Single Answer	Easy	100	-
Digital marketing refers to software that manages marketing processes across multiple channels.&nbs;&nbs;	Multiple Choice Single Answer	Easy	40	-
Marketing Automation refers to software that manages marketing processes across multiple channels.&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
Oline Shopping and Online Auctions are examples of E-Commerce?&nbs;	Multiple Choice Single Answer	Easy	100	-
E-Commerce is divided into four main types namely;&nbs;	Multiple Choice Single Answer	Easy	100	-
_____ transactions between businesses, such as a manufacturer and a wholesaler.	Multiple Choice Single Answer	Easy	100	-
There are five important steps when setting up an E-Commerce website namely:	Multiple Choice Single Answer	Easy	86	-
Search Engine Optimization (SEO) traffic comes from unpaid organic results on search engines such as Google and Yahoo.&nbs;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Select the appropriate porter's five forces:	Multiple Choice Single Answer	Easy	100	-
The Four P's consists of Products, Price, Promotion, and Personnel.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The SWOT Analysis Stands for Strength, Weakness, Opportunities, and Threats.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The pillars for Marketing Strategy consist of?	Multiple Choice Single Answer	Easy	100	-
Digital Marketing focuses on the services of the business to customers.&nbsp;	Multiple Choice Single Answer	Easy	83	-
&nbsp;The Key concepts in Market Research are:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Market Research has two primary functions namely; Primary and Secondary Research.	Multiple Choice Single Answer	Easy	100	-
Sampling is qualitative research that is usually conducted with a small number of respondents in order to explore & generate ideas & concepts.&nbsp;	Multiple Choice Single Answer	Easy	83	-
Online tools allow you to track competitors, staff and products.	Multiple Choice Single Answer	Easy	100	-
There are four different types of searches that you can use to track relevant brands namely:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Online UX can be divided into two sections namely: Function UX and Design UX	Multiple Choice Single Answer	Easy	14	-
Good UX is an excellent way to give you a competitive advantage.&nbsp;	Multiple Choice Single Answer	Easy	100	-
&nbsp;There are several factors that influence UX,&nbsp;select from the options below;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Native and web applications are one of the principles of Universal Mobile UX.	Multiple Choice Single Answer	Easy	100	-
There is some key "don'ts" when building a user-friendly website such as:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	57	-
Relevant keyword terms or phrases should be used for search engines such as:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	17	-
___ is the practice of optimizing a website to achieve the highest possible ranking on the search engine results pages.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Domain name is your page title&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Optimizing media, images, video and other digital assets should also be optimized with the relevant keywords.	Multiple Choice Single Answer	Easy	100	-
On-page optimization is one of the main strategies for SEO.	Multiple Choice Single Answer	Easy	100	-
When writing for your audience you have to consider the following:	Multiple Choice Single Answer	Easy	25	-
A linear copy is one of the types for Web Copy.	Multiple Choice Single Answer	Easy	88	-
Which is NOT a type of meeting?	Multiple Choice Single Answer	Easy	90	-
A part of decision-making meetings is to share responsibilities?	Multiple Choice Single Answer	Easy	80	-
What type of meeting would be for contracts and	Multiple Choice Single Answer	Easy	60	-

Question	Type	Level	% Correct	#Linked Assessments
agreements?				
Who is responsible for booking the venue for a meeting?	Multiple Choice Single Answer	Easy	90	-
The Chairperson does not need to be aware of fairness	Multiple Choice Single Answer	Easy	100	-
When preparing for a meeting what question should you ask yourself?	Multiple Choice Single Answer	Easy	100	-
Define hidden agenda?	Multiple Choice Single Answer	Easy	56	-
Which of these points is not part of the 3 points to remember when dealing with groups in a meeting?	Multiple Choice Single Answer	Easy	89	-
Participating in other people's meetings is just as important as running your own.	Multiple Choice Single Answer	Easy	89	-
During a meeting, you should restrict your own contributions to the items on the agenda.	Multiple Choice Single Answer	Easy	56	-
Which is not part of a formal meeting structure topic?	Multiple Choice Single Answer	Easy	86	-
The 'Turf builder' meeting personality is never insecure and is not afraid to lose any power or control.	Multiple Choice Single Answer	Easy	100	-
Differing opinions of people can lead to a lack of progress in a meeting because the same point is discussed over and over again and no decision is made.	Multiple Choice Single Answer	Easy	86	-
To rephrase something means to...	Multiple Choice Single Answer	Easy	71	-
What does the term Gate-keeping refer to in meetings?	Multiple Choice Single Answer	Easy	57	-
To generate ideas you should always start with a short statement of intent	Multiple Choice Single Answer	Easy	100	-
Which of these is not a feature of written communication?	Multiple Choice Single Answer	Easy	57	-
Which of these does not count as research?	Multiple Choice Single Answer	Easy	86	-
Which of these is UNTRUE about Planning & Sequencing?	Multiple Choice Single Answer	Easy	43	-
Writing and revising is like speaking on paper to an audience	Multiple Choice Single Answer	Easy	100	-
What does it mean when the register is either formal or informal?	Multiple Choice Single Answer	Easy	100	-
Slang, jargon, and clichés should be part of your business document	Multiple Choice Single Answer	Easy	100	-
Which of these documents wouldn't require a Table of Contents?	Multiple Choice Single Answer	Easy	100	-
In the 10 Golden Rules of Written Communication, which rule states that the reader must know that you care about their interests.	Multiple Choice Single Answer	Easy	71	-
Cleanliness is one of the 10 Golden Rules of Written Communication	Multiple Choice Single Answer	Easy	71	-
Reports can be required daily, weekly, monthly, quarterly or annually	Multiple Choice Single Answer	Easy	100	-
Who uses reports within an organization?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
When collecting information; grouping similar content together falls into which step?	Multiple Choice Single Answer	Easy	100	-
Checking facts from more than one source validates the information	Multiple Choice Single Answer	Easy	86	-
What is the best visual aid to use for large amounts of data such as numbers?	Multiple Choice Single Answer	Easy	29	-
What would the best presentation delivery method be for the introduction of new products to existing clients or the introduction of an organization to a corporate client?	Multiple Choice Single Answer	Easy	57	-
Which statements is NOT true about the similarities between email and direct mail?	Multiple Choice Single Answer	Easy	71	-
When Giving a Presentation You could be asking somebody to:	Multiple Choice Single Answer	Easy	71	-
Which is not a relevant channel to give a presentation Recorded presentations Written proposals Direct mail	Multiple Choice Single Answer	Easy	86	-
What must you do before you can brainstorm and develop a flowchart for your presentation?	Multiple Choice Single Answer	Easy	14	-
What approach should you take to structure a presentation?	Multiple Choice Single Answer	Easy	57	-
Your conclusion should have 3 components, which of these isn't 1 of the 3?	Multiple Choice Single Answer	Easy	71	1
You need to consider your audiences' education level	Multiple Choice Single Answer	Easy	86	-
Don't question your audience's needs, your presentation needs to meet your own expectations, not theirs.	Multiple Choice Single Answer	Easy	100	-
If you understand your first Impression, Body Language and Gestures you can be called ...;	Multiple Choice Single Answer	Easy	75	-
Pitch, volume and pace relates to your...;	Multiple Choice Single Answer	Easy	88	-
Spoken Words are the most important factor in communication, it is more important than body language and voice.	Multiple Choice Single Answer	Easy	100	-
Which of these does not affect the information that is received by a viewer?	Multiple Choice Single Answer	Easy	50	-
An Involuntary frowning expressions whilst speaking is often caused by	Multiple Choice Single Answer	Easy	63	-
What is NOT a good reason to use visual aids?	Multiple Choice Single Answer	Easy	86	-
Visuals shouldn't be too colorful.	Multiple Choice Single Answer	Easy	57	-
You should not speak with your _____ to the audience when using flipcharts and whiteboards	Multiple Choice Single Answer	Easy	100	-
Presentation aids should support not dominate a presentation.	Multiple Choice Single Answer	Easy	100	-
When should the presenter be in the dark?	Multiple Choice Single Answer	Easy	71	-
What is NOT the main benefit of doing a Q&A?	Multiple Choice Single Answer	Easy	88	-
Why can questions and answers become volatile?	Multiple Choice Single Answer	Easy	88	-
Questions and answers should be seen as something	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
separate to the presentation itself				
Presentation aids should support not dominate a presentation.	Multiple Choice Single Answer	Easy	100	-
Which is NOT a good tip when giving a presentation?	Multiple Choice Single Answer	Easy	100	-
A Call to Action is a marketing term used in advertising and selling.	Multiple Choice Single Answer	Easy	100	-
To communicate and receive messages effectively; content needs to be;	Multiple Choice Single Answer	Easy	100	-
Social Media allow brands to have conversations with their_____	Multiple Choice Single Answer	Easy	88	-
Quality Score is as a discount that applied to your campaign.	Multiple Choice Single Answer	Easy	43	-
Language and location targeting.	Multiple Choice Single Answer	Easy	100	-
Tracking is the main component of a search ad.	Multiple Choice Single Answer	Easy	71	-
Ad Text is the main component of a search ad.	Multiple Choice Single Answer	Easy	100	-
Pay-Per-Click	Multiple Choice Single Answer	Easy	100	-
Identify the following computer:	Multiple Choice Single Answer	Easy	100	-
Storage is a device that is connected to a host computer, but not part of it. It expands the host's capabilities but does not form part of the core computer architecture.	Multiple Choice Single Answer	Easy	67	-
What does LAN stand for?	Multiple Choice Single Answer	Easy	100	-
What does WAN stand for?	Multiple Choice Single Answer	Easy	83	-
The CPU is the _____ of the computer where most calculations take place. In terms of computing power, the CPU is the most important element of a computer system. Also referred to as a central processor unit, is the hardware within a computer that carries out the instructions of a computer program by performing the basic arithmetical, logical, and input/output operations of the system.	Multiple Choice Single Answer	Easy	36	-
Choose the appropriate name to the correct memory size: TB	Multiple Choice Single Answer	Easy	100	-
When used by itself, the term RAM refers to _____ and _____ memory; that is, you can both write data into RAM and read data from RAM. As soon as the power is turned off, whatever data was in RAM is lost.	Multiple Choice Single Answer	Easy	100	-
Select the input devices from the list below:	Multiple Choice Single Answer	Easy	91	-
From the list below select examples of software:	Multiple Choice Single Answer	Easy	75	-
Which of the following are functions of an operating system	Multiple Choice Single Answer	Easy	50	-
With what software will you send an email?	Multiple Choice Single Answer	Easy	100	-
Computers are the most important element of data communications	Multiple Choice Single Answer	Easy	60	-

Question	Type	Level	% Correct	#Linked Assessments
Identify the following physical media:	Multiple Choice Single Answer	Easy	60	-
Identify the following physical media:&nbsp;	Multiple Choice Single Answer	Easy	60	-
Which of the following are examples of the advantages of networking computers?	Multiple Choice Single Answer	Easy	40	-
Identify what type of network is demonstrated in the following diagram:	Multiple Choice Single Answer	Easy	40	-
Does SketchUp have a built-in help system to aid you with using tools?	Multiple Choice Single Answer	Easy	94	-
When you if you purchase SketchUp you always need internet to access in the program installed on your machine?	Multiple Choice Single Answer	Easy	74	-
When using SketchUp you must pay for the cloud version?	Multiple Choice Single Answer	Easy	69	-
SketchUp cannot make accurate drawings like a CAD program can?	Multiple Choice Single Answer	Easy	68	-
SketchUp Make 2017 is free to install and use?	Multiple Choice Single Answer	Easy	74	-
The sketchUp online cloud version and Mac and PC installed version of SketchUp share the same interface?	Multiple Choice Single Answer	Easy	49	-
With google SketchUp you can create additional toolbars?	Multiple Choice Single Answer	Easy	86	-
When using SketchUp the fastest way of activating some of the tools is through?	Multiple Choice Single Answer	Easy	53	-
Picking a template will determine the background color of the interface, the architectural template is green?&nbsp;	Multiple Choice Single Answer	Easy	55	-
When customizing the SketchUp interface and closing the program does SketchUp remember the locations of the menus?	Multiple Choice Single Answer	Easy	81	-
When using SketchUp the most effective way of navigating is?	Multiple Choice Single Answer	Easy	84	-
Using the shift and middle mouse button will	Multiple Choice Single Answer	Easy	61	-
When using the standard views it is often best to switch to orthographic mode instead of perspective?&nbsp;	Multiple Choice Single Answer	Easy	69	-
When working in SketchUp panels that hold the different tools are called the called a tool trays?	Multiple Choice Single Answer	Easy	32	-
When in the default trays in SketchUp the trays themselves cannot be disabled whatsoever?	Multiple Choice Single Answer	Easy	71	-
Which one of these file formats is invalid for exporting?	Multiple Choice Single Answer	Easy	35	-
When exporting as a 2D .DWG file the camera orientation should be set to orthographic for default views?	Multiple Choice Single Answer	Easy	81	-
The file format for SketchUp native files?	Multiple Choice Single Answer	Easy	78	-
What is the short cut for printing inside of SketchUp?	Multiple Choice Single Answer	Easy	61	-
When exporting in 2D Google SketchUp by default asks you to pick a resolution?	Multiple Choice Single Answer	Easy	57	-
When using SketchUp the select tool automatically highlights the entire object for you with one single left click?	Multiple Choice Single Answer	Easy	81	-

Question	Type	Level	% Correct	#Linked Assessments
What is the keyboard short cut for selecting all of the objects in the scene?	Multiple Choice Single Answer	Easy	83	-
How many left clicks of the mouse does it take SketchUp to highlight the entire whole object?	Multiple Choice Single Answer	Easy	78	-
When you are using SketchUp and you have applied materials to an object is it possible to select all the objects based on the materials?	Multiple Choice Single Answer	Easy	90	-
Using the right-click menu and saying select>selected all connected is not the same as a triple click?	Multiple Choice Single Answer	Easy	59	-
How many points of selection do we have when using the scale tool in SketchUp (Green blocks)?	Multiple Choice Single Answer	Easy	37	-
How many axes can the move tool snap along?	Multiple Choice Single Answer	Easy	67	-
What is the name of the Icon on the far Right?	Multiple Choice Single Answer	Easy	45	-
When you have selected an object how many times must you click using the rotate before you can enter an angle?	Multiple Choice Single Answer	Easy	62	-
The V key invokes the move tool.	Multiple Choice Single Answer	Easy	84	-
When using SketchUp the windows shortcut ctrl+c will copy objects and ctrl+v will paste them?	Multiple Choice Single Answer	Easy	86	-
When using the shift key and move tool it creates a copy of an object?	Multiple Choice Single Answer	Easy	66	-
When creating copies of objects how can one make sure that they are being patterned in with equal spacing? and also doing so in the most efficient way.	Multiple Choice Single Answer	Easy	67	-
Which one of the following tools does not support pressing Ctrl to clone objects?	Multiple Choice Single Answer	Easy	53	-
When creating a pattern that is supposed move be around a common center (e.g. blades of a windmill) we use;	Multiple Choice Single Answer	Easy	15	-
When objects are grouped a single click on that objects face lets you highlight the faces.	Multiple Choice Single Answer	Easy	45	-
How many objects can be placed into a group?	Multiple Choice Single Answer	Easy	88	-
When using SketchUp you can create groups inside of other groups.	Multiple Choice Single Answer	Easy	90	-
When you are inside of a group, the other object in the scene that isn't in that group become;	Multiple Choice Single Answer	Easy	50	-
When trying to remove objects from a group one must?	Multiple Choice Single Answer	Easy	60	-
When drawing in with the line tool in SketchUp you can only create lines on either the blue, green or red axis?	Multiple Choice Single Answer	Easy	73	-
Which key do you press when using the rectangle tool to switch from the width value to the height value? e.g the 100mm by 200mm rectangle	Multiple Choice Single Answer	Easy	63	-
When using the freehand in SketchUp one must click and drag the cursor in order to draw a line?	Multiple Choice Single Answer	Easy	87	-
What color axis gets highlighted when you press the left arrow?	Multiple Choice Single Answer	Easy	73	-
When starting to create a circle the first value you can enter will then be the Radius?	Multiple Choice Single Answer	Easy	53	-
If one presses the arrow keys on the keyboard they lock	Multiple Choice Single Answer	Easy	84	-

Question	Type	Level	% Correct	#Linked Assessments
transforms and some other commands to a specific axis.				
When creating a circle is it possible to modify the edges of a circle with the soften edges?	Multiple Choice Single Answer	Easy	76	-
When using the press pull command in SketchUp by pressing control it lets you create edges where the last face was?	Multiple Choice Single Answer	Easy	76	-
When using the Offset tool you can type negative numbers to flip the direction of the offset?	Multiple Choice Single Answer	Easy	92	-
There differences between using the eraser tool and the delete tool in SketchUp.	Multiple Choice Single Answer	Easy	52	-
When creating text for information about something in the drawing,&nbsp;the 3D text is the best option to use.	Multiple Choice Single Answer	Easy	80	-
When you have created 3D text, you can change it by double clicking on it to rename it.	Multiple Choice Single Answer	Easy	56	-
When creating leaders on existing items their information is pulled through.	Multiple Choice Single Answer	Easy	92	-
Once you have created text the best way to the edit that texts font is by?	Multiple Choice Single Answer	Easy	56	-
The most effective way of moving text after you have just created is switching to the move tool.	Multiple Choice Single Answer	Easy	40	-
When creating guidelines do they work in the same way if you have selected them from their edge versus from the corner point?	Multiple Choice Single Answer	Easy	69	-
When pressing control this toggles guide creation on and off is this true?	Multiple Choice Single Answer	Easy	72	-
The guides that you have created can be hidden and copied to new locations.	Multiple Choice Single Answer	Easy	79	-
The shortcut for the tape measure is &lt;shift and T&gt; on the keyboard	Multiple Choice Single Answer	Easy	62	-
The only way to get rid of construction lines is by deleting them.	Multiple Choice Single Answer	Easy	66	-
In order to use 3D Warehouse, you need to have purchased SketchUp.	Multiple Choice Single Answer	Easy	73	-
When using the components from 3D Warehouse you must use File&gt;import because this is the only way of bringing them into SketchUp?	Multiple Choice Single Answer	Easy	79	-
The individual faces and edges are not selectable in components and the only way to make them selectable for modification is by exploding?	Multiple Choice Single Answer	Easy	64	-
When creating components, there cannot be any grouped objects in the components or the components will not update correctly?	Multiple Choice Single Answer	Easy	70	-
When you are creating groups, there is no difference other than the fact that when you update the geometry in components that&nbspt;they update.	Multiple Choice Single Answer	Easy	55	-
Layer 0 be deleted from SketchUp	Multiple Choice Single Answer	Easy	86	-
When creating layers, one can&nbspswitch off the layer that they are currently working on.	Multiple Choice Single Answer	Easy	69	-
Can layers colorize objects?	Multiple Choice Single Answer	Easy	37	-
When using layers in SketchUp generally we switch layers then we create objects in the layer we want to be working in, Is it possible to move existing items into specific Layer?	Multiple Choice Single Answer	Easy	91	-

Question	Type	Level	% Correct	#Linked Assessments
When deleting layers with objects in them which of the following does not appear in the menu?	Multiple Choice Single Answer	Easy	46	-
When painting materials for SketchUp the material we have multiple categories to choose from which one is not available?	Multiple Choice Single Answer	Easy	86	-
When using Google SketchUp trial you cannot add your own textures?	Multiple Choice Single Answer	Easy	83	-
Only the materials that you manually create in SketchUp can be edited, If you want to change the materials, you need to resave the files in order to edit them.	Multiple Choice Single Answer	Easy	69	-
When editing textures in SketchUp it is not possible to change the scale of the textures because they are controlled by the resolution of the image?;	Multiple Choice Single Answer	Easy	79	-
When editing textures in SketchUp which option is not available?	Multiple Choice Single Answer	Easy	48	-
Because certain elements within a design project require more time than others. What is the main benefit of having a set process?	Multiple Choice Single Answer	Easy	-	-
The first step of the design process is refining the _____?	Multiple Choice Single Answer	Easy	-	-
What is the difference between a design brief and a creative brief in an agency environment?	Multiple Choice Single Answer	Easy	-	-
When receiving an initial brief from a new client, the brief may be vague and contain insufficient information.	Multiple Choice Single Answer	Easy	-	-
Which part of the design process is where your design becomes a reality and tangible?	Multiple Choice Single Answer	Easy	-	-
Because certain elements within a design project require more time than others. What is the main benefit of having a set process?	Multiple Choice Single Answer	Easy	58	-
The first step of the design process is refining the _____?	Multiple Choice Single Answer	Easy	100	-
What is the difference between a design brief and a creative brief in an agency environment?	Multiple Choice Single Answer	Easy	83	-
When receiving an initial brief from a new client, the brief may be vague and contain insufficient information.	Multiple Choice Single Answer	Easy	75	-
Which part of the design process is where your design becomes a reality and tangible?	Multiple Choice Single Answer	Easy	83	-
Which is not one of the 3 steps in creating a project plan?	Multiple Choice Single Answer	Easy	78	-
A work breakdown structure is needed to visually break down a project into manageable sections.	Multiple Choice Single Answer	Easy	100	-
People understand processes, steps and priorities better when they are _____?	Multiple Choice Single Answer	Easy	78	-
&lsquo;You have to finish a design before it can go to print.&rsquo; Is an example of which task dependency?	Multiple Choice Single Answer	Easy	67	-
Milestones in a project cannot be used to acknowledge achievements and accomplishments.	Multiple Choice Single Answer	Easy	89	-
Tasks can be grouped together into work packages.	Multiple Choice Single Answer	Easy	100	-
Choose which is NOT a skill needed to be a project manager.	Multiple Choice Single Answer	Easy	100	-
What are the two types of teams?	Multiple Choice Single Answer	Easy	71	-

Question	Type	Level	% Correct	#Linked Assessments
Project managers may need to make trade-offs between the people who would be the first choice and those who are actually available.	Multiple Choice Single Answer	Easy	86	-
Problems with external recruiting can be that	Multiple Choice Single Answer	Easy	71	-
Ethnography means	Multiple Choice Single Answer	Easy	63	-
Ambiguity means that a design has a distinct and defined message	Multiple Choice Single Answer	Easy	75	-
Semiotics is the study of	Multiple Choice Single Answer	Easy	100	-
Wikipedia is considered an accurate source	Multiple Choice Single Answer	Easy	75	-
The two methods of research are qualitative and _____?	Multiple Choice Single Answer	Easy	100	-
Before starting any type of artwork it is essential to know _____?	Multiple Choice Single Answer	Easy	25	-
CMYK can be defined as _____	Multiple Choice Single Answer	Easy	75	-
When designing for digital applications, what should the dimensions be in?	Multiple Choice Single Answer	Easy	88	-
A print-ready file is usually in what format?	Multiple Choice Single Answer	Easy	75	-
&nbsp;All design software has export options for JPEG and PNG.	Multiple Choice Single Answer	Easy	88	-
Quality in the brief refers to	Multiple Choice Single Answer	Easy	100	-
Quality Criteria allows quality to be measured at various points in its development life cycle.	Multiple Choice Single Answer	Easy	100	-
Two of the main tools of quality assurance are quality audits and _____	Multiple Choice Single Answer	Easy	50	-
Which is not a relevant question about Colour?	Multiple Choice Single Answer	Easy	30	-
When comparing designs for Imagery and Tone, you should ask &lsquo;which option provides the right voice?&rsquo;	Multiple Choice Single Answer	Easy	80	-
One of the questions that must be asked is: &ldquo;Who is the target market?&rdquo;	Multiple Choice Single Answer	Easy	86	-
Which of these statements is correct?	Multiple Choice Single Answer	Easy	57	-
When do you write a design brief?	Multiple Choice Single Answer	Easy	62	-
The environmental effects of a design should always be considered in the initial research?	Multiple Choice Single Answer	Easy	95	-
Which statement is untrue about suitable materials?	Multiple Choice Single Answer	Easy	67	-
To avoid problems in materials selection, what should be the priority?	Multiple Choice Single Answer	Easy	100	-
Identifying the design requirements should be the first step to materials selection?	Multiple Choice Single Answer	Easy	100	-
Step 2 is to Identify the materials selection criteria. Which statement is true?	Multiple Choice Single Answer	Easy	92	-

Question	Type	Level	% Correct	#Linked Assessments
What is meant by &lsquo;Identify candidate materials&rsquo;?	Multiple Choice Single Answer	Easy	92	-
In the Step 5: Select materials, you select the materials that satisfy all the materials selection criteria at the lowest cost.	Multiple Choice Single Answer	Easy	77	-
Which of these is not a valid term used in the selection material for paper?	Multiple Choice Single Answer	Easy	100	-
Uncoated paper has less light-reflecting properties than coated paper. How does this affect the appearance of the ink printed on the uncoated, compared to coated paper?&nbsp;	Multiple Choice Single Answer	Easy	91	-
The more blue light reflecting off the surface of paper makes it appear brighter and whiter	Multiple Choice Single Answer	Easy	82	-
What does a paper&rsquo;s opacity property refer to?	Multiple Choice Single Answer	Easy	100	-
&nbs;p;Self-adhesive labels can only be paper-based	Multiple Choice Single Answer	Easy	91	-
A designer can make environmentally-conscious decisions in which areas?	Multiple Choice Single Answer	Easy	100	-
What does &lsquo;sustainably sourced&rsquo; paper mean?	Multiple Choice Single Answer	Easy	77	-
The term &lsquo;Virgin paper&rsquo; means that it contains no recycled content	Multiple Choice Single Answer	Easy	85	-
Why is it necessary to have plastic identification codes?	Multiple Choice Single Answer	Easy	77	-
What type of plastic is used for the bottles used in bottles water and soft drink?	Multiple Choice Single Answer	Easy	69	-
Advertising Media and Communications Media are types of Design Media	Multiple Choice Single Answer	Easy	71	-
Which is NOT one of the main media types for design?	Multiple Choice Single Answer	Easy	100	-
What type of media do billboards fall under?	Multiple Choice Single Answer	Easy	93	-
Magazines offer high selectivity and audience interest	Multiple Choice Single Answer	Easy	93	-
What will give the designer direction in which media channel to market?	Multiple Choice Single Answer	Easy	93	-
Which is not a valid use of posters or banners?	Multiple Choice Single Answer	Easy	64	-
A brochure is a smaller documents compared to a flyer	Multiple Choice Single Answer	Easy	64	-
What can a brochure or flyer be used for?	Multiple Choice Single Answer	Easy	91	-
&quot;Direct mail&quot; is also called _____	Multiple Choice Single Answer	Easy	73	-
Direct Mail can sometimes be associated with Spamming	Multiple Choice Single Answer	Easy	91	-
&lsquo;Prime locations are expensive and in high demand&rsquo; is a con of which Traditional media types?	Multiple Choice Single Answer	Easy	64	-
Which is not considered a Traditional Media?	Multiple Choice Single Answer	Easy	64	-
Magazine marketing has the potential to create highly targeted messaging.	Multiple Choice Single Answer	Easy	91	-

Question	Type	Level	% Correct	#Linked Assessments
What does 'SEM' stand for?	Multiple Choice Single Answer	Easy	91	-
A negative (con) of Facebook marketing is that it requires continual maintenance	Multiple Choice Single Answer	Easy	91	-
Most projects go through a clarification stage at which point you will better understand what?	Multiple Choice Single Answer	Easy	78	-
The production techniques employed in practical terms DO NOT differ between mediums	Multiple Choice Single Answer	Easy	67	-
Clarification directly leads to ...	Multiple Choice Single Answer	Easy	22	-
The practical production process will be heavily dependent on	Multiple Choice Single Answer	Easy	78	-
The most important aspect of the production process is that the objective is met within the defined boundaries.	Multiple Choice Single Answer	Easy	78	-
Which is NOT a Pre-production type?	Multiple Choice Single Answer	Easy	80	-
Photographers, illustrators and copywriters have specific skills used in design projects.	Multiple Choice Single Answer	Easy	100	-
Illustrators, photographers, animators, videographers and motion graphics experts often make use of Creative Cloud, who makes this software?	Multiple Choice Single Answer	Easy	100	-
Which software packages are often used by graphic designers?	Multiple Choice Single Answer	Easy	100	-
CorelDRAW is a direct competitor to Adobe Illustrator	Multiple Choice Single Answer	Easy	90	-
Name a common chart type used to plan projects	Multiple Choice Single Answer	Easy	69	-
Getting designs signed off is not part of a design project	Multiple Choice Single Answer	Easy	85	-
'Making' means _____	Multiple Choice Single Answer	Easy	46	-
Why is there a need to continually evaluate ideas during the design process?	Multiple Choice Single Answer	Easy	92	-
Only once the prototype is tested and proved to work will a larger scale production occur.	Multiple Choice Single Answer	Easy	92	-
A clothing store is having a 40% off sale. How much would a shopper have to pay for a R240 jersey with a 40% discount?	Multiple Choice Single Answer	Easy	100	-
The difference between two positive integers is three and the sum of their squares is 89. The numbers are 7 and 4.	Multiple Choice Single Answer	Easy	83	-
A, B and C started a business by investing R120000, R135000 and R150000. The share of each of an annual profit of R56700 is 8:9:10;	Multiple Choice Single Answer	Easy	67	-
A number consisting of 2 digits is four times the sum of the digits and if 27 is added to it, the digits are reversed. What is the number?	Multiple Choice Single Answer	Easy	83	-
Fractions are turned into decimals by dividing the numerator by the denominator.	Multiple Choice Single Answer	Easy	83	-
A mixed number is formed with a whole number and a fraction.	Multiple Choice Single Answer	Easy	67	-
_____ is a property of a mixed fraction.	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
Choose the correct fact about fractions:	Multiple Choice Single Answer	Easy	67	-
The decimal point is the most important part of a decimal number	Multiple Choice Single Answer	Easy	83	-
The name Quadratic comes from "quad" meaning square, because the variable gets squared (like $x^2$ ).	Multiple Choice Single Answer	Easy	67	-
A survey of customers indicates that a bank should improve the quality of its customer service. The first step would be to concentrate on the teller-customer interaction. To improve service, the bank might use data on:	Multiple Choice Single Answer	Easy	100	-
A restaurant chain wants to improve service and access to customers with disabilities. Management decides to collect qualitative information using focus groups consisting of a range of stakeholders, including customers and representatives of organizations from the disability community. _____ is not a common qualitative research method:	Multiple Choice Single Answer	Easy	33	-
Ingenuity in creating plots and careful data analysis can suggest interesting relationships and conclusions that may be considered in additional studies:	Multiple Choice Single Answer	Easy	100	-
Statistics is the body of methodology concerned with the art and science of gathering, analysing, and using data to identify and solve problems, and to make decisions	Multiple Choice Single Answer	Easy	100	-
Data collection requires careful reflection on the complexities involved in a population structure, the practical feasibility of sampling methods, the coordination and supervision of field work, and finally the processing, analyses, and reporting of the data:	Multiple Choice Single Answer	Easy	100	-
Data can be gathered more or less continuously over an extended time period _____:	Multiple Choice Single Answer	Easy	100	-
Both the advantages and limitations of the self-enumeration procedure arise from the elimination of interviewers:	Multiple Choice Single Answer	Easy	100	-
What description does not apply to Likert scales?	Multiple Choice Single Answer	Easy	67	-
A low response rate can be a source of serious bias in survey results, because the persons who do answer the questionnaires are often not representative of the entire group contacted	Multiple Choice Single Answer	Easy	83	-
Data may be reported as lists of numbers, as summary measures, in graphical form, in tables, or as an equation, or they may simply be described verbally:	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the most correct answer from the alternatives provided: The mean -	Multiple Choice Single Answer	Easy	100	-
The standard deviation is defined as the square root of the mean of the square of the deviations from the mean:	Multiple Choice Single Answer	Easy	40	-
Certain statistical methods are valid for certain data types only. Any characteristic being measured or observed (e.g. assessment results) is referred to as a non-variable;	Multiple Choice Single Answer	Easy	80	-
A _____ is not a data presentation style	Multiple Choice Single Answer	Easy	100	-
The mode is the number that appears the most often:	Multiple Choice Single Answer	Easy	100	-
Continuous random variables are characterised by data that is measurable, for example:	Multiple Choice Single Answer	Easy	100	-
The simplest way of visually representing data is to use scatterplots:	Multiple Choice Single Answer	Easy	40	-

Question	Type	Level	% Correct	#Linked Assessments
Certain statistical methods are valid for certain data types only. Any characteristic being measured or observed (e.g. assessment results) is referred to as a non-variable	Multiple Choice Single Answer	Easy	40	-
An ogive usually has the shape of a stretched-out S - the better the S shape, the more the data are centred around the middle scores:&nbsp;	Multiple Choice Single Answer	Easy	60	-
Counting/measurement theory is concerned with the connection between data and reality:	Multiple Choice Single Answer	Easy	60	-
A bag contains a green ball, a white ball and a black ball, all balls being of the same size and shape. Zayden takes a ball from the bag without looking into it. What is the probability that he takes out a black ball?&nbsp;	Multiple Choice Single Answer	Easy	100	-
When two or more occurrences happen independently of each other, the probabilities are multiplied:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Two events are said to be dependent if the result of the second event is not affected by the result of the first event	Multiple Choice Single Answer	Easy	100	-
A probability of &frac12; means a _____ chance of it happening:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Probability of a single event = number of ways in which an event can occur (number of possible outcomes):  _____ are when two or more occurrences happen independently of each other.	Multiple Choice Single Answer	Easy	75	-
Suppose you toss a coin. It has a 50% chance of showing heads and a 50% chance of showing tails	Multiple Choice Single Answer	Easy	100	-
Tree diagramsâ€“are a way of showing combinations of two or more events	Multiple Choice Single Answer	Easy	100	-
If A and B are dependent events and A occurs first, then:&nbsp;	Multiple Choice Single Answer	Easy	100	-
To calculate the probability using a tree diagrams, you move along the arms and then divide by the probabilities:&nbsp;	Multiple Choice Single Answer	Easy	75	-
Choose the most correct definition of financial analysis:&nbsp;	Multiple Choice Single Answer	Easy	67	-
Interest is the compensation one gets for lending a certain asset	Multiple Choice Single Answer	Easy	100	-
Compounding involves accumulating interest on previous interest payments, which will generate further interest;	Multiple Choice Single Answer	Easy	100	-
The present value of a future sum is:&nbsp;	Multiple Choice Single Answer	Easy	33	-
To measure a company's leverage, the debt/equity ratio is the appropriate tool	Multiple Choice Single Answer	Easy	100	-
If a product costs R10 to produce and your mark-up is 35 percent, what is the price of your product to be sold to a customer?	Multiple Choice Single Answer	Easy	33	-
The present value (PV) and future value (FV) formulas are the inverse of each other	Multiple Choice Single Answer	Easy	67	-
Compounding involves accumulating interest on previous interest payments, which will generate further interest	Multiple Choice Single Answer	Easy	100	-
Which of the following elements is most helpful in specifying the start and end runs of ramps?	Multiple Choice Single Answer	Difficult	79	-
The coordinates of a known survey point can be specified at the end of a&nbsp;Model Line&nbsp;by clicking on which link from the&nbsp;Manage&nbsp;tab,&nbsp;Project Location&nbsp;panel, Coordinate drop-down?	Multiple Choice Single Answer	Difficult	45	-

Question	Type	Level	% Correct	#Linked Assessments
Social Media Marketing is when you are promoting your brand and content on the different social media channels to be shared and to increase brand awareness for your business.	Multiple Choice Single Answer	Difficult	100	-
Choose the correct calculation for material costs:	Multiple Choice Single Answer	Easy	100	-
The three main sources of data for financial analysis are a company's balance sheet, income statement, and cash flow statement:	Multiple Choice Single Answer	Easy	100	-
text can also make viewing or printing a large worksheet easier because the column widths do not have to accommodate the length of your text descriptions:	Multiple Choice Single Answer	Easy	22	-
Templates allow you to save the chart type, colours, and formatting:	Multiple Choice Single Answer	Easy	100	-
Excel can produce three dimensional charts which may not be best for an internal report but would be great for a Web site or promotional literature	Multiple Choice Single Answer	Easy	33	-
What does Conditional Formatting do?:	Multiple Choice Single Answer	Easy	22	-
What is the purpose of hiding windows?	Multiple Choice Single Answer	Easy	33	-
Use this command to left-, centre-, or right-align items in a cell:	Multiple Choice Single Answer	Easy	22	-
The format code for your custom number format will be saved at the bottom of the format code list in the Format cells dialog box:	Multiple Choice Single Answer	Easy	22	-
With the Format Painter, you can copy just the formatting from one cell and apply it to others in your worksheet	Multiple Choice Single Answer	Easy	33	-
Relative cell references are a way of making sure your charts and formulae are always referencing the right thing	Multiple Choice Single Answer	Easy	11	-
If numerical data in a cell is too large for the available space, you might see a string of number signs (# #####):	Multiple Choice Single Answer	Easy	33	-
Whose responsibility is it to get as much information about the catering?	Multiple Choice Single Answer	Easy	67	-
In which meeting should the caterer ask a few general questions regarding the catering requirements?:	Multiple Choice Single Answer	Easy	21	-
Which ones of the following points must be considered when discussing the catering for the first time?:	Multiple Choice Single Answer	Easy	13	-
What should be included on the caterers food and beverage checklist?	Multiple Choice Single Answer	Easy	13	-
Which one of the following health and safety concerns is the reason for pre-prepared foods becoming spoilt?	Multiple Choice Single Answer	Easy	33	-
What must caterers consider before ordering food?:	Multiple Choice Single Answer	Easy	77	-
Identify the second process of the planning process	Multiple Choice Single Answer	Easy	31	-
Identify which of the following factors to consider beverage service are correct	Multiple Choice Single Answer	Easy	92	-
Identify which of the following is an uncontrolled event	Multiple Choice Single Answer	Easy	85	-
What must be considered of attendees of an uncontrolled event?	Multiple Choice Single Answer	Easy	100	-
Choose which of the following are examples of uncontrolled	Multiple Choice Single Answer	Easy	75	-

Question	Type	Level	% Correct	#Linked Assessments
themed events				
Which of the following definitions match the checklist topic &ldquo;research&rdquo; of an uncontrolled themed event?	Multiple Choice Single Answer	Easy	33	-
An advantage of a controlled event is&hellip;&ampnbsp	Multiple Choice Single Answer	Easy	100	-
A cocktail menu include&hellip;	Multiple Choice Single Answer	Easy	100	-
At the first meeting with the client the caterer must get to learn about the delegates. Identify which of the following is the correct point to consider	Multiple Choice Single Answer	Easy	50	-
The type of catering where attendees can move around which includes a cocktail menu	Multiple Choice Single Answer	Easy	44	-
This type of wedding catering includes a banquet menu	Multiple Choice Single Answer	Easy	94	-
What is the most important thing which a caterer must remember when serving alcoholic beverages at an event?&ampnbsp	Multiple Choice Single Answer	Easy	39	-
Which of the following alcohol beverages must be avoided at corporate events?&ampnbsp	Multiple Choice Single Answer	Easy	89	-
Which of the following alcohol beverages will make the attendees feel calm and happy?	Multiple Choice Single Answer	Easy	44	-
Complete the following guideline by identifying the missing word/term. Responsible personnel should be designated as a&hellip;&ampnbsp	Multiple Choice Single Answer	Easy	67	-
Complete the following guideline by identifying the missing word/term. Persons consuming alcohol must be off&hellip;&ampnbsp	Multiple Choice Single Answer	Easy	17	-
Complete the following guideline by identifying the missing word/term. All alcohol and alcoholic containers must be _____ at the conclusion of the event	Multiple Choice Single Answer	Easy	83	-
What could happen if caterers overlook the budget?&ampnbsp	Multiple Choice Single Answer	Easy	67	-
Which of the following should caterers keep in mind when considering their next order?&ampnbsp	Multiple Choice Single Answer	Easy	67	-
What document should accompany any design when presenting ideas to a client?	Multiple Choice Single Answer	Easy	100	-
What does &#39;prototype&#39; mean?	Multiple Choice Single Answer	Easy	100	-
A physical mock-up works well for product packaging design presentations	Multiple Choice Single Answer	Easy	90	-
When presenting a logo design, how should the logo be presented to the client?	Multiple Choice Single Answer	Easy	70	-
What type of web design prototype can be considered as the skeleton and can be hand-drawn or computer-generated?	Multiple Choice Single Answer	Easy	50	-
Why should projects be analyzed and then broken up into sections?	Multiple Choice Single Answer	Easy	60	-
&nbs;In the SWOT&nbs;acronym, the Strengths and Weaknesses are considered external factors?	Multiple Choice Single Answer	Easy	80	-
What does the &lsquo;O&rsquo; in SWOT stand for?&nbs;	Multiple Choice Single Answer	Easy	100	-
What would not be considered a threat?	Multiple Choice Single Answer	Easy	30	-

Question	Type	Level	% Correct	#Linked Assessments
&nbsp;In SWOT, Weaknesses can be defined as _____	Multiple Choice Single Answer	Easy	90	-
What purpose does a Design Rationale serve?	Multiple Choice Single Answer	Easy	83	-
When writing your rationale, it is always helpful to&nbsp;include&nbsp;the visual documentation of your design.	Multiple Choice Single Answer	Easy	100	-
For a logo design's rationale what should be included?	Multiple Choice Single Answer	Easy	100	-
The Design&nbsp;Rationale should be made up of 3 sections, which of these is&nbsp;NOT&nbsp;one of these sections?	Multiple Choice Single Answer	Easy	83	-
Which is not a good tip for writing a rationale?	Multiple Choice Single Answer	Easy	100	-
Which is NOT a true statement with projects such as magazines?&nbsp;	Multiple Choice Single Answer	Easy	75	-
There are two ways to present your ideas, in person and remotely.&nbsp;	Multiple Choice Single Answer	Easy	100	-
&nbsp;Which is not a relevant professional video conferencing tool?&nbsp;	Multiple Choice Single Answer	Easy	100	-
With presenting remotely, which is NOT a major benefit?	Multiple Choice Single Answer	Easy	100	-
Which type of design would a soft launch apply to?	Multiple Choice Single Answer	Easy	25	-
What is the main purpose of a design portfolio?	Multiple Choice Single Answer	Easy	75	-
A portfolio&nbsp;is a communication tool, not a self-centred reflection of your personality.	Multiple Choice Single Answer	Easy	100	-
Which statement is true with regards to the portfolio layout?	Multiple Choice Single Answer	Easy	50	-
Why should you include your sketches in your portfolio?	Multiple Choice Single Answer	Easy	100	-
Why is a digital portfolio important?	Multiple Choice Single Answer	Easy	75	-
One of the questions that must be asked is: &ldquo;Who is the target market?&rdquo;	Multiple Choice Single Answer	Easy	100	-
Which of these statements is correct?	Multiple Choice Single Answer	Easy	-	-
When do you write a design brief?	Multiple Choice Single Answer	Easy	-	-
The environmental effects of a design should always be considered in the initial research?	Multiple Choice Single Answer	Easy	100	-
Which statement is untrue about suitable materials?&nbsp;	Multiple Choice Single Answer	Easy	100	-
To avoid problems in materials selection, what should be the priority?	Multiple Choice Single Answer	Easy	100	-
Identifying the design requirements should be the first step to materials selection?	Multiple Choice Single Answer	Easy	100	-
&nbsp;Step 2 is to&nbsp;Identify&nbsp;the&nbsp;materials selection criteria.&nbsp;Which statement is true?	Multiple Choice Single Answer	Easy	100	-
What is meant by &lsquo;Identify candidate materials&rsquo;?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
In the Step 5: Select materials, you select the materials that satisfy all the materials selection criteria at the lowest cost.	Multiple Choice Single Answer	Easy	67	-
Which of these is not a valid term used in the selected material for paper?	Multiple Choice Single Answer	Easy	-	-
Uncoated paper has less light-reflecting properties than coated paper. How does this affect the appearance of the ink printed on the uncoated, compared to coated paper?	Multiple Choice Single Answer	Easy	-	-
The more blue light reflecting off the surface of paper makes it appear brighter and whiter	Multiple Choice Single Answer	Easy	-	-
What does a paper's opacity property refer to?	Multiple Choice Single Answer	Easy	-	-
Self-adhesive labels can only be paper-based	Multiple Choice Single Answer	Easy	-	-
A designer can make environmentally-conscious decisions in which areas?	Multiple Choice Single Answer	Easy	-	-
What does "sustainably sourced" paper mean?	Multiple Choice Single Answer	Easy	-	-
The term "Virgin paper" means that it contains no recycled content	Multiple Choice Single Answer	Easy	-	-
Why is it necessary to have plastic identification codes?	Multiple Choice Single Answer	Easy	-	-
What type of plastic is used for the bottles used in bottles of water and soft drinks?	Multiple Choice Single Answer	Easy	-	-
Advertising Media and Communications Media are types of Design Media	Multiple Choice Single Answer	Easy	-	-
Which is NOT one of the main media types for design?	Multiple Choice Single Answer	Easy	-	-
What type of media do billboards fall under?	Multiple Choice Single Answer	Easy	-	-
What is an important characteristic of labels?	Multiple Choice Single Answer	Easy	-	-
What will give the designer a direction in which media channel to market?	Multiple Choice Single Answer	Easy	-	-
Which is not a valid use of posters or banners?	Multiple Choice Single Answer	Easy	-	-
A brochure is a smaller document compared to a flyer	Multiple Choice Single Answer	Easy	-	-
What can a brochure or flyer be used for?	Multiple Choice Single Answer	Easy	-	-
"Direct mail" is also called _____	Multiple Choice Single Answer	Easy	-	-
Direct Mail can sometimes be associated with Spamming?	Multiple Choice Single Answer	Easy	-	-
'Prime locations are expensive and in high demand' is a con of which Traditional media types?	Multiple Choice Single Answer	Easy	-	-
Which is not considered a Traditional Media?	Multiple Choice Single Answer	Easy	-	-
Magazine marketing has the potential to create highly targeted messaging.	Multiple Choice Single Answer	Easy	-	-
What does "SEM" stand for?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
A negative (con) of facebook marketing is that it requires continual maintenance	Multiple Choice Single Answer	Easy	-	-
Most projects go through a clarification stage at which point you will better understand what?	Multiple Choice Single Answer	Easy	-	-
The production techniques employed in practical terms DO NOT differ between mediums	Multiple Choice Single Answer	Easy	-	-
Clarification directly leads to ...	Multiple Choice Single Answer	Easy	-	-
The practical production process will be heavily dependent on	Multiple Choice Single Answer	Easy	-	-
The most important aspect of the production process is that the objective is met within the defined boundaries.	Multiple Choice Single Answer	Easy	-	-
Which is NOT a Pre-production type?	Multiple Choice Single Answer	Easy	-	-
Photographers, illustrators and copywriters have specific skills used in design projects.	Multiple Choice Single Answer	Easy	-	-
& Illustrators, photographers, animators, videographers and motion graphics experts often make use of Creative Cloud, who makes this software?	Multiple Choice Single Answer	Easy	-	-
Which software packages are often used by graphic designers?	Multiple Choice Single Answer	Easy	-	-
CorelDRAW is a direct competitor to Adobe Illustrator;	Multiple Choice Single Answer	Easy	-	-
Name a common chart type used to plan projects	Multiple Choice Single Answer	Easy	-	-
& Getting designs signed off is not part of a design project	Multiple Choice Single Answer	Easy	-	-
& Making means _____	Multiple Choice Single Answer	Easy	-	-
& Why is there a need to continually evaluate ideas during the design process?	Multiple Choice Single Answer	Easy	-	-
Only once the prototype is tested and proved to work will a larger scale production occur	Multiple Choice Single Answer	Easy	-	-
QUESTION 1	Multiple Choice Single Answer	Easy	-	-
Bookkeeping refers to the process of _____ the financial information base of an entity;	Multiple Choice Single Answer	Easy	78	-
Owner's equity is equal to assets minus expenses, and this is the basic accounting equation.	Multiple Choice Single Answer	Easy	56	-
The accountant decides how to measure sales revenue and expenses to determine the profit or loss for the period	Multiple Choice Single Answer	Easy	89	-
Earnings and expenses must be booked in the relevant accounting or budget period when one benefits the other. This is the principle of _____;	Multiple Choice Single Answer	Easy	56	-
Financial management in business means planning and directing the use of the company's financial resources - the cash it generates through its operations and the capital obtained from investors or lenders.	Multiple Choice Single Answer	Easy	100	-
The financial information base should be:	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Accountants design the internal controls for the bookkeeping system, which serve to minimize errors in recording the large number of activities that an entity engages in over the period.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The objective of GAAP is to ensure comparability among different companies and overall reliability of information;&nbsp;	Multiple Choice Single Answer	Easy	78	-
This principle defines revenue as an inflow of assets (not necessarily cash) in exchange for goods or services:&nbsp;	Multiple Choice Single Answer	Easy	56	-
The more debt you carry, the more interest you pay, raising your overhead costs and lowering your profits.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Banks will almost never provide funding for a start-up or untested models and markets as it is perceived as too high risk, no matter how exciting the idea. This means that the business must&nbsp;have _____:&nbsp;	Multiple Choice Single Answer	Easy	91	-
Capital structure is the mix of debt and equity in the business balance sheet.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Venture capitalists are not in it for the long-haul, they want a fast and high return on investment and then the ability to exit and move on to the next thing.;&nbsp;	Multiple Choice Single Answer	Easy	91	-
Choose the incorrect option?&nbsp;	Multiple Choice Single Answer	Easy	73	-
_____ is not a condition of government funding as a financing source.&nbsp;	Multiple Choice Single Answer	Easy	45	-
These firms typically invest in tech companies and will not consider small consultancy and lifestyle businesses:&nbsp;	Multiple Choice Single Answer	Easy	45	-
The flow of finance starts on the Stock Exchange with the creation of capital used to fund the business through the issuance of common stock to provide capital, bonds to lend capital and derivatives.&nbsp;	Multiple Choice Single Answer	Easy	91	-
Business credit cards&nbsp;are cheaper and faster than merchant cash advances as well as invoice factoring;&nbsp;	Multiple Choice Single Answer	Easy	73	-
If the debt-to-equity ratio is low, analysts may consider that&nbsp;_____;&nbsp;	Multiple Choice Single Answer	Easy	64	-
Much of long-term debt is tied to collateral.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Finance is the process of _____ money, enabling the flow of money through a company in much the same way that it facilitates global money flow:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Assets which are financed through term loans serve as primary security and the other assets of the company serve as collateral security;&nbsp;	Multiple Choice Single Answer	Easy	83	-
Essentially, the idea of long-term finance is that a company borrows money in order to invest or grow, and the returns on this then enable it to pay back the debt (whilst still retaining some profit);&nbsp;	Multiple Choice Single Answer	Easy	100	-
Creditors is a form of _____ finance:&nbsp;	Multiple Choice Single Answer	Easy	67	-
This happens when commercial banks or other lenders demand the firm to pay-off its short-term obligation at one point in a financial year:	Multiple Choice Single Answer	Easy	33	-
Sources of financing a business are classified based on the time period for which the money is required. Time period is commonly classified into&nbsp;_____ financing:&nbsp;	Multiple Choice Single Answer	Easy	83	-
Some forms of short-term financing may prove to be	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
expensive than that of intermediate and long-term financing while some short-term sources like Accruals and Payables provide funds at no cost to the firm;&nbsp;				
Interest payment and repayment of principal on term loans is obligatory on the part of the borrower. Whether the firm is earning a profit or not, term loans are generally repayable over a period of 5 to 10 years in instalments;&nbsp;	Multiple Choice Single Answer	Easy	83	-
Venture-funding&nbsp;is a form of _____ finance:&nbsp;	Multiple Choice Single Answer	Easy	67	-
Some forms of short-term financing may prove to be expensive than that of intermediate and long-term financing while some short-term sources like Accruals and Payables provide funds at no cost to the firm;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The premise of this is that having cash puts you in a more stable position with better buying power:&nbsp;	Multiple Choice Single Answer	Easy	86	-
If you spend R22,000 on rent, supplies and payroll this month, for example, but only take in R23,500 in sales you have a cash flow of negative R1500.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Information about your company's cash flow will give you the aptitude to assess the ability of your business to generate cash for investment opportunities and cash equivalents and the needs of your business to utilise those cash flows;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Cash receipts from the sale of goods and the rendering of services is an example of?&nbsp;	Multiple Choice Single Answer	Easy	86	-
Investors speculate where to put their money by analysing an investment's potential risk and return.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Cash&nbsp;flow is profitability:&nbsp;	Multiple Choice Single Answer	Easy	71	-
Operating Cash Flow (OCF) = Operating Income (revenue &ndash; cost of sales) + Depreciations &ndash; Taxes +/- change in working capital.&nbsp;	Multiple Choice Single Answer	Easy	100	-
A Cash Flow Statement is a month to month account of how your business is performing;&nbsp;	Multiple Choice Single Answer	Easy	100	-
If you don't deliver on time you will not get paid:&nbsp;	Multiple Choice Single Answer	Easy	43	-
Inâ€“accountancy,â€“depreciationâ€“refers to:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The&nbsp;process of applying past data to the future to arrive at a&nbsp;reasonable projection&nbsp;is called_____&nbsp;	Multiple Choice Single Answer	Easy	29	-
Managing budgets requires you to constantly monitor, control, and record income and expenditures to keep track of every financial movement and its outcome.&nbsp;	Multiple Choice Single Answer	Easy	100	-
A&nbsp;recurring&nbsp;cost has already been incurred; it just needs to be paid.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	57	-
What is a benefit of budgeting for a business?&nbsp;	Multiple Choice Single Answer	Easy	86	-
A manufacturing budget should include the cost of raw materials, direct labour, and manufacturing overheads.&nbsp;	Multiple Choice Single Answer	Easy	100	-
What process does not form part of the accounting cycle?&nbsp;	Multiple Choice Single Answer	Easy	44	-
A&nbsp;balance sheet&nbsp;is a summary of a company's profit or loss during any one given period of time (such as a month, three months, or one year).&nbsp;	Multiple Choice Single Answer	Easy	67	-

Question	Type	Level	% Correct	#Linked Assessments
The accounting equation is: Assets = Liabilities + Expenses;	Multiple Choice Single Answer	Easy	89	-
Which statement is false?	Multiple Choice Single Answer	Easy	56	-
You use this ratio to consider whether or not the income you generate can support your interest payments on debt:	Multiple Choice Single Answer	Easy	44	-
Choose the incorrect statement about the business environment:	Multiple Choice Single Answer	Easy	50	-
The continuous interaction of the environment with business leads to new expectations of the environment from business (in terms of social responsibilities and business ethics) and business from the environment (in terms of regular supply of inputs at reasonable prices);	Multiple Choice Single Answer	Easy	100	-
If businesses possess a good understanding of the business environment, they can easily recognise, analyse and react to the forces that affect the firm;	Multiple Choice Single Answer	Easy	100	-
The _____ salient feature explains that the environment in which the business operates changes continuously because there is a wide variety of factors that exist in the environment, causing it to change its shape and character:	Multiple Choice Single Answer	Easy	50	-
If any new multinational company is entering the South African market, the manager of a South African firm dealing with the same product as that of the multinational company, should take it as a warning signal. He should handle this threat proactively; and well ahead of the launch of the multinational company's product, take measures like improving the quality of his product, heavy advertisement etc. This illustrates the benefit of the importance of understanding the business environment by:	Multiple Choice Single Answer	Easy	50	-
Learning about economic concepts can help you to:	Multiple Choice Single Answer	Easy	100	-
Economics is all about "economizing" or being efficient;	Multiple Choice Single Answer	Easy	50	-
Economics can be defined as the study of scarcity, the study of how people use resources and respond to incentives or the study of decision-making;	Multiple Choice Single Answer	Easy	100	-
The _____ salient feature explains that a single change in the business environment, can be viewed differently by different observers because their perceptions vary;	Multiple Choice Single Answer	Easy	50	-
The business receives inputs, information and technology from the environment and gives it back in the form of outputs (goods and services);	Multiple Choice Single Answer	Easy	100	-
Normally the microenvironment does not affect all the companies in an industry in the same way, because of the different business	Multiple Choice Single Answer	Easy	100	-
Business pricing strategies do not correlate strongly with microeconomic factors;	Multiple Choice Single Answer	Easy	100	-
Supply and demand compare the level of consumer demand for particular goods to the available supply in the marketplace;	Multiple Choice Single Answer	Easy	100	-
To operate profitably, you need to get a good value on products and supplies and, in turn, offer good value to your customers with accessible solutions. Which microeconomic factor does this statement refer to:	Multiple Choice Single Answer	Easy	100	-
The ideal, or equilibrium price point exists at the point at	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
which quantity supplied in the market exactly equals demand;				
The law of demand states that, if all other factors remain equal;_____:	Multiple Choice Single Answer	Easy	50	-
In a highly competitive industry in which consumers possess many choices, demand might exceed supply;	Multiple Choice Single Answer	Easy	50	-
Microeconomics represents the study of how members in a society use available resources to make choices in the marketplace;	Multiple Choice Single Answer	Easy	100	-
Any change in non-price factors would cause a shift in the supply curve, whereas changes in the price of the commodity can be traced along a fixed supply curve.	Multiple Choice Single Answer	Easy	100	-
If you offer lower prices than the market demand dictates, you leave money on the table and you might also end up with shortages of your product or services;	Multiple Choice Single Answer	Easy	100	-
Many large retailers have decided to adapt to consumers' increasing enthusiasm for social media by establishing corporate Twitter accounts and opening online storefronts in Facebook;as an example of the element of _____ in the marketing environment;	Multiple Choice Single Answer	Easy	50	-
A domestic market, also referred to as an internal market or domestic trading, is the supply and demand of goods, services, and securities within a single country;	Multiple Choice Single Answer	Easy	100	-
The economic utility theory states that consumers will buy things that increase their personal satisfaction;	Multiple Choice Single Answer	Easy	100	-
Economists use a concept called the law of diminishing returns to explain;_____;	Multiple Choice Single Answer	Easy	100	-
As confidence is an emotional factor, it does not tie directly to the economy;or influence marketing;	Multiple Choice Single Answer	Easy	50	-
It can provide an important communication channel, enabling you to market your products through a website or via email. If you supply digital products or services, you can use the Internet to distribute them. This is;an example of the element of _____ in the marketing environment;	Multiple Choice Single Answer	Easy	50	-
The most critical environment concept that a business needs to understand is that it is not operating in a vacuum;	Multiple Choice Single Answer	Easy	100	-
Failure to respond in a timely manner will cost you market share, revenue and image;	Multiple Choice Single Answer	Easy	100	-
Economic prosperity provides a better environment for marketing luxury goods or higher-priced versions of your product range;	Multiple Choice Single Answer	Easy	100	-
If you face strong competition in one sector, you can try to increase your share by improving the price or performance of your products;	Multiple Choice Single Answer	Easy	100	-
Economic factors refer to the character and direction of the economic system within which the firm operates. Economic factors include;	Multiple Choice Single Answer	Easy	100	-
The primary objective of the fiscal policy in South Africa is to achieve and maintain price stability in the interest of sustainable and balanced economic development and growth;	Multiple Choice Single Answer	Easy	-	-
Gross Domestic Product (GDP) is a measure of a country's output and production of goods and services;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
A PESTEL analysis is an acronym for a tool used to identify the macro (external) forces facing an organisation. The letters stand for Political, Economic, Social, Technological, Environmental and Legal.&nbsp;The political factors include:&nbsps;_____:&nbsps;	Multiple Choice Single Answer	Easy	-	-
After you have completed a PESTEL analysis you should be able to use this to help you identify the strengths and weaknesses for a SWOT analysis;&nbsps;	Multiple Choice Single Answer	Easy	100	-
The balance of payments of a country refers to&nbsps;the net difference in value of goods bought and sold by citizens of the country;&nbsps;	Multiple Choice Single Answer	Easy	50	-
A macro environment is the condition that exists in a particular sector or region&nbsps;rather than&nbsps;in the economy as a whole;&nbsps;	Multiple Choice Single Answer	Easy	100	-
When compared to a firm's task environment, the impact of macroenvironmental variables is less direct and the organization has a more limited impact on these elements of the environment;&nbsps;	Multiple Choice Single Answer	Easy	100	-
Inflation is a key factor watched by economists, investors and consumers. It affects the spending strength of the rand and is a factor closely regulated through monetary policy by the South African Reserve Bank:&nbsps;	Multiple Choice Single Answer	Easy	100	-
The reason for&nbsps;a SWOT analysis&nbsps;is to ensure that the objectives are achievable and not unrealistic given the current internal and external environments.&nbsps;	Multiple Choice Single Answer	Easy	100	-
Economics&nbsps;:_____:&nbsps;	Multiple Choice Single Answer	Easy	100	-
Macroeconomics works on the principle that markets soon create equilibrium. In microeconomics, the economy may be in a state of&€ disequilibriumâ€ (boom or recession) for a longer period;&nbsps;	Multiple Choice Single Answer	Easy	100	-
If we see a rise in oil prices, this will have a significant impact on cost-push inflation;&nbsps;	Multiple Choice Single Answer	Easy	100	-
The strict definition of unemployment used by Statistics South Africa&nbsps;includes the&nbsps;following:&nbsps;	Multiple Choice Single Answer	Easy	100	-
A&nbsps;microeconomic reform strategy affects how to approach the inner workings or the details of an economy	Multiple Choice Single Answer	Easy	100	-
The most commonly used indicator of changes in the general price level (inflation) is the consumer price index (CPI). This reflects the cost of a representative basket of consumer goods and services:&nbsps;	Multiple Choice Single Answer	Easy	100	-
Fiscal and monetary policies can be used to stabilise the economy as opposed to analysing the determinants of economic growth;&nbsps;	Multiple Choice Single Answer	Easy	100	-
A business cycle refers to the expansion (ups) and contraction (downs) of economic activity in a country;&nbsps;	Multiple Choice Single Answer	Easy	100	-
Macroeconomics is concerned with:&nbsps;	Multiple Choice Single Answer	Easy	100	-
Economic globalisation refers to the integration of the South African economy into the international economy;&nbsps;	Multiple Choice Single Answer	Easy	100	-
Designers may decorate but decorators may not design.&nbsps;	Multiple Choice Single Answer	Easy	92	-
The client is responsible for creating the project brief for the designer.&nbsps;	Multiple Choice Single Answer	Easy	83	-
Interior designers are responsible for creating timelines and budgets on their projects.&nbsps;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Interior designers work as part of a professional team on a project.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Sustainable design is a specialized aspect of interior design that looks at creating environments suitable for everyone regardless of their age or mobility.&nbsp;	Multiple Choice Single Answer	Easy	42	-
Corporate designers use their knowledge of ergonomic principles to prevent people from becoming tired and stressed after working long hours at their desks.&nbsp;	Multiple Choice Single Answer	Easy	83	-
Kitchens and bathrooms are two of the easiest and most uncomplicated areas in a house to design.&nbsp;	Multiple Choice Single Answer	Easy	83	-
Healthcare designers can work on projects such as retirement&nbsp; complexes and frail-care facilities.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Institute of Interior Design Professions is open to anyone interested in interior design, regardless of whether they have a qualification or not.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	83	-
The Craft and Design Institute works with local craft producers and entrepreneurs to improve their skills and help them find a market for their goods.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The internet is a good starting point for sourcing&nbsp;suppliers, however. the next step is to visit them personally.&nbsp;	Multiple Choice Single Answer	Easy	92	-
Clients are able to obtain trade price discounts from retail stores.&nbsp;	Multiple Choice Single Answer	Easy	69	-
Suppliers will often have trade prices of their products available on their websites.&nbsp;	Multiple Choice Single Answer	Easy	54	-
Some suppliers do not deal directly with the public but only work through designers and decorators.&nbsp;	Multiple Choice Single Answer	Easy	92	-
Many suppliers will have sample books of their products, which designers can take out on loan to show their clients.&nbsp;	Multiple Choice Single Answer	Easy	92	-
Tile suppliers only display and sell tiles and tiling materials in their showrooms.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	62	-
Suppliers of imported furniture will always have a large quantity of stock in their warehouses so that clients do not have to wait for their orders to be shipped into the country.&nbsp;	Multiple Choice Single Answer	Easy	46	-
Lighting suppliers often have specialized lighting consultants that assist designers with specifying products for their projects.&nbsp;	Multiple Choice Single Answer	Easy	85	-
Fabric houses sell fabric, wallpaper and accessories direct to the public.&nbsp;	Multiple Choice Single Answer	Easy	31	-
Fabric comes in rolls and the fabric suppliers cut off the required meters for each order.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Designers only need to be able to communicate visually with their clients.&nbsp;	Multiple Choice Single Answer	Easy	100	-
A mood board is one of the first visual inspiration boards, used to explain a design idea with the client.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Visual boards have to be physical boards with images, photos and materials stuck onto them.&nbsp;	Multiple Choice Single Answer	Easy	36	-
Sample boards represent the palette of finishes&nbsp;to be used in a project.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Sketches are&nbsp;used to&nbsp;develop ideas as well as to create an artist impression of an interior for the client.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Technical drawings are used to accurately plan, cost and	Multiple Choice Single Answer	Easy	64	-

Question	Type	Level	% Correct	#Linked Assessments
implement a design project.&nbsp;				
Floorplans are&nbspcreative&nbspsketch drawings that&nbspdo not have technical information on them.&nbsp;	Multiple Choice Single Answer	Easy	100	-
CAD can only be used to create artist impressions of interior rooms.&nbsp;	Multiple Choice Single Answer	Easy	82	-
Reflected ceiling plans depict ceiling fixtures&nbspsuch as light fittings and other&nbsp;important&nbspinformation.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Presentation meetings take place at each stage of the design process.&nbsp;	Multiple Choice Single Answer	Easy	91	-
Telephone conversations do not need to be followed up with written confirmation of what has been discussed.&nbsp;	Multiple Choice Single Answer	Easy	91	-
Designers are required to&nbspperiodically&nbsp;meet contractors, other professionals and clients on-site for meetings.&nbsp;	Multiple Choice Single Answer	Easy	91	-
Designers need to have Face to Face meetings in order to get sufficient information from their clients.&nbsp;	Multiple Choice Single Answer	Easy	9	-
The best time to take a photograph of the site is at night.	Multiple Choice Single Answer	Easy	100	-
One should measure the overall measurement of a room as well as each wall in detail	Multiple Choice Single Answer	Easy	100	-
Pinterest and Houzz are two applications that allow people to save inspirational images for their interior.	Multiple Choice Single Answer	Easy	100	-
The mood board depicts specific images of items that have been selected for use in the new interior.	Multiple Choice Single Answer	Easy	50	-
Inspiration boards can have a combination of new and used or existing items displayed together.	Multiple Choice Single Answer	Easy	100	-
A scaled floorplan can have furniture laid out in position, to show the use of space and movement of people.	Multiple Choice Single Answer	Easy	75	-
A comprehensive write-up of the proposed interior is used to inform suppliers of the intended renovation.	Multiple Choice Single Answer	Easy	25	-
A budget breakdown does not have to be accurate as the client is responsible for adding up all of the costs related to the make-over.	Multiple Choice Single Answer	Easy	88	-
Documents such as budget breakdowns, quotations and invoices can be created on spreadsheets such as Excel and Numbers.	Multiple Choice Single Answer	Easy	100	-
Quotations for goods to be supplied can have an image of the item as well as a description of the finishes.	Multiple Choice Single Answer	Easy	75	-
Quotation numbers do not have to appear on the coinciding invoice numbers.	Multiple Choice Single Answer	Easy	88	-
Interior designers and decorators always purchase the goods on behalf of the client.	Multiple Choice Single Answer	Easy	25	-
Prices for goods on the quotation do not have to match those on the coinciding invoice.	Multiple Choice Single Answer	Easy	100	-
Written purchase orders are sent to suppliers for each item that needs to be ordered.	Multiple Choice Single Answer	Easy	100	-
The supplier will reply to a purchase order with a written order confirmation.	Multiple Choice Single Answer	Easy	75	-
Identify the number of stages through which a traveller will move&nbspor an experience	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Suggest during which stage a travel administrator will be required:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which two elements should be recorded in the traveller profiling document	Multiple Choice Single Answer	Easy	100	-
Select the option that best describes the use of a travel planning checklist from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select the option that best describes an in-take form from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Provide a&nbsp;benefit of travel intermediaries for tourists.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following can be conducted by a travel agent:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following you can book as the administrator:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest a reason why you should prepare your executive for a trip.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest one way of providing ease of access to the important information for your executive:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following information should be in the folder:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which of the following information should be communicated and recorded on an information sheet for the executive.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify what you should do when the executive returns after the trip.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
When using an intermediary, the&nbsp;tourist&nbsp;often benefits from reduced costs this is due to:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which one of the following elements is not a benefit of using intermediaries&nbsp;	Multiple Choice Single Answer	Easy	-	-
Define the term tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Define what is meant by a tourist.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select the sequence that best describes the relationship between tourism, recreation and leisure.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Identify an activity that can be deemed a recreational activity.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	83	-
Identify which of the following scenarios can be used to describe &lsquo;leisure time&rsquo;&nbsp;	Multiple Choice Single Answer	Easy	83	-
Identify the example that best describes a domestic tourist.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify an example that best describes an international tourist.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following situations best describes an excursionist.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Choose the term that best describes the following scenario;&nbsp;a&nbsp;resident from Australia enters South Africa as a tourist to surf in Jeffrey&rsquo;s Bay.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Choose the term that best describes the&nbsp;following scenario;&nbsp;Jina&nbsp;is flying to Scotland from Johannesburg for two weeks.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-

Question	Type	Level	% Correct	#Linked Assessments
Identify which of the following can be regarded as a characteristic of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	11	-
Identify the stages in the experience process.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	56	-
Identify which of the following is regarded as a primary aspect of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	56	-
Suggest why marketing is considered a secondary aspect of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	78	-
Identify the example that best describes the demand and supply of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	56	-
Describe what is meant by the elements of travel.&nbsp;	Multiple Choice Single Answer	Easy	75	-
Identify the example that best describes the criterion of distance.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify the example that best describes the criterion of length of stay.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify why the criterion purpose is an important consideration for tourism operators.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Marketing is a _____ by which individuals obtain _____ and _____ they value.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify three elements that make tourism marketing unique.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	25	-
Identify the three P's that have been added to the marketing mix that ensures the effectiveness of the tourism marketing mix.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Suggest the primary motivation to travel from the following scenario: Kelso is a lecturer and researcher in Business from South Africa. He operates a consulting company on the side and has been asked to meet with a company in America to advise on certain aspects of the business. Four consecutive meetings have been scheduled over the course of five days. Kelso has given himself some time to visit a few attractions in the area as well.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
During which phase of the decision-making phase will Kelso find himself in the following scenario: Before Kelso can embark on the journey, he is establishing an itinerary for things to do during his leisure time.&nbsp;At the moment, he is compiling a list of alternative attractions and searching for any information that might help him to decide.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the option that best describes tourism impacts.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest the three impact categories of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Define the concept of sustainability.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest why sustainability should be a long-term goal for South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Identify one method of implementing sustainability.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Marketing can be seen as the action taken by a business to _____ a product or service&nbsp;	Multiple Choice Single Answer	Easy	-	-
The main purpose of Marketing is to _____ customer needs&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The ideal customer profile includes&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
&nbsp;Advertising and Marketing are the same thing&nbsp;	Multiple Choice Single Answer	Easy	-	-
Advertising is described as everything an organization does to&nbsp;build a relationship between the company and the consumer.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Marketing Research&nbsp;is a continuous process for collecting, investigating and interpreting information about a particular market&nbsp;	Multiple Choice Single Answer	Easy	-	-
The purpose of regular market&nbsp;research is needed in order to:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Business Owners use Marketing research to&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Marketing Research Process&nbsp;	Multiple Choice Single Answer	Easy	-	-
Analyse data by conducting focus groups and interviews&nbsp;	Multiple Choice Single Answer	Easy	-	-
Direct Observations are&nbsp;organized sessions with groups of people where a scripted topic or Q&amp;A discussion with a moderator takes place.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Focus groups&nbsp;are conducted in various ways, including one-on-one interviews, &ldquo;Satisfaction Surveys&rdquo;, phone calls, mail campaigns, or online.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Primary Research is already compiled and organised by government agencies and trade associations.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Exploratory Research&nbsp;seeks to find out what&nbsp;potential consumers&nbsp;think and feel about a given subject&nbsp;	Multiple Choice Single Answer	Easy	-	-
Exploratory Research is known as	Multiple Choice Single Answer	Easy	-	-
Quantitative Research is based on&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Micro Environment is an internal factor of the business it consists of:&nbsp;	Multiple Choice Single Answer	Easy	-	-
A monopoly exists when&nbsp;two or more firms sell the same or similar products and services.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Economic factors&nbsp;include region, country, age, educational level, ethnicity, lifestyle, cultural norms and values.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The PESTLE analysis provides a detailed analysis of the Business Environment&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Term Pestle denotes the following business factors&nbsp;	Multiple Choice Single Answer	Easy	-	-
Legal Factors include:&nbsp;	Multiple Choice Single Answer	Easy	-	-
SWOT Analysis provide information that helps in synchronizing the firm&rsquo;s resources and capabilities with the competitive environment in which the firm operates.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Impulse Purchases are items that consumers purchase routinely.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Traditional Marketing includes&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following elements have not played a part in the rapid growth of Social media&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following is not an example of a Social Media&nbsp;Platform&nbsp;;	Multiple Choice Single Answer	Easy	-	-
The following elements are examples of Digital Marketing&nbsp;;	Multiple Choice Single Answer	Easy	-	-
When undertaking Social Media Marketing it is vital that you&nbsp;;	Multiple Choice Single Answer	Easy	-	-
The benefits of Digital Marketing include&nbsp;;	Multiple Choice Single Answer	Easy	-	-
Digital Marketing does not include:&nbsp;;	Multiple Choice Single Answer	Easy	-	-
Guidelines when designing your website include:&nbsp;;	Multiple Choice Single Answer	Easy	-	-
Guidelines for a &ldquo;Call to Action&rdquo; include.&nbsp;;	Multiple Choice Single Answer	Easy	-	-
When reviewing your Website layout pay special attention to	Multiple Choice Single Answer	Easy	-	-
The following are all important factors for Search Engine Optimisation Ranking	Multiple Choice Single Answer	Easy	-	-
What is Google&nbsp;Adwords	Multiple Choice Single Answer	Easy	-	-
These are essential elements of a professional, easy to read Newsletter	Multiple Choice Single Answer	Easy	-	-
The following steps are vital when measuring the progress of your Marketing plan	Multiple Choice Single Answer	Easy	-	-
Align Social Media marketing goals with the overall goals of your company, ensure that they are:	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a search engine?	Multiple Choice Single Answer	Easy	-	-
All except one of the&nbsp;following words describe SEO	Multiple Choice Single Answer	Easy	-	-
&nbs;SEO is short for Search Engine&nbs;Optimisation,&nbs;it is a marketing discipline focused on growing visibility in organic (non-paid) search engine results&nbs;&nbs;;	Multiple Choice Single Answer	Easy	-	-
Keyword stuffing, Article Spinning and Link farms are examples of Meta Tags	Multiple Choice Single Answer	Easy	-	-
The Title tag which appears on the head block of a page is a meta tag	Multiple Choice Single Answer	Easy	-	-
Google Ads works faster than Search Engine Optimization.	Multiple Choice Single Answer	Easy	-	-
All except one are the benefits of Google Analytics	Multiple Choice Single Answer	Easy	-	-
_____ is an Internet Advertising model used to direct traffic to Website, in which advertisers pay the publisher (typically a website owner) when the ad is clicked&nbs;	Multiple Choice Single Answer	Easy	-	-
The percentage of visitors to a particular website who navigate away from the site after viewing only one page.&nbs;&nbs;This is called the _____.&nbs;	Multiple Choice Single Answer	Easy	-	-
_____ is a technology that facilitates communication and sharing by using a platform.&nbs;	Multiple Choice Single Answer	Easy	-	-
The&nbs;biggest&nbs;social&nbs;network&nbs;on&nbs ;the&nbs;web,&nbs;both&nbs;in&nbs;terms&nbs;of&n	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
sp;name recognition and total users &(approx. 2 billion active users globally).				
Which of these statements best describes the design elements?	Multiple Choice Single Answer	Easy	87	-
How many design elements are there?	Multiple Choice Single Answer	Easy	94	-
Shapes can be divided into 2 categories. What are these categories?	Multiple Choice Single Answer	Easy	94	-
Value in Colour refers to the lightness or darkness of the colour.	Multiple Choice Single Answer	Easy	96	-
Negative space can be described as&hellip;	Multiple Choice Single Answer	Easy	79	-
Which of these statements best describes the design principles?&	Multiple Choice Single Answer	Easy	94	-
How many design principles are there?	Multiple Choice Single Answer	Easy	98	-
Gestalt theory relates to which principle?	Multiple Choice Single Answer	Easy	89	-
Which of the following is not a design principle?	Multiple Choice Single Answer	Easy	96	-
Symmetrical, asymmetrical and radial are types of what?	Multiple Choice Single Answer	Easy	98	-
Which of these is not associated with the colour blue?	Multiple Choice Single Answer	Easy	93	-
Which colour can make you happy and even make your brain produce serotonin?	Multiple Choice Single Answer	Easy	90	-
Growth can be associated with purple?	Multiple Choice Single Answer	Easy	84	-
Which colour stimulates the brain activity used in problem-solving?	Multiple Choice Single Answer	Easy	34	-
Which colour can be associated with Solidity & Stability but also be neutral?	Multiple Choice Single Answer	Easy	83	-
What are the 3 primary colours?	Multiple Choice Single Answer	Easy	81	-
How many tertiary colours can be created?	Multiple Choice Single Answer	Easy	90	-
An analogous colour scheme means that&hellip;	Multiple Choice Single Answer	Easy	93	-
Variations of the colours on the colour wheel are called tints and shades?	Multiple Choice Single Answer	Easy	80	-
What is the correct term for colours competing with each other visually, because they are far away from each other on the colour wheel?	Multiple Choice Single Answer	Easy	71	-
What does CMYK stand for?	Multiple Choice Single Answer	Easy	76	-
What does RGB stand for?	Multiple Choice Single Answer	Easy	94	-
CMYK is used for digital design?	Multiple Choice Single Answer	Easy	85	-
What may occur if you use the incorrect colour mode for printed designs?	Multiple Choice Single Answer	Easy	97	-

Question	Type	Level	% Correct	#Linked Assessments
RGB factors in light, what is this element called that is not applicable to CMYK?	Multiple Choice Single Answer	Easy	44	-
The term ‘Typography’ refers to ...	Multiple Choice Single Answer	Easy	72	-
What are serifs in typography?	Multiple Choice Single Answer	Easy	97	-
The spacing between lines of text is referred to as ...	Multiple Choice Single Answer	Easy	81	-
What is the recognized unit for type?	Multiple Choice Single Answer	Easy	76	-
What are characters such as the degrees Celsius symbol called?	Multiple Choice Single Answer	Easy	15	-
What is the best alternative to using long lines of type?	Multiple Choice Single Answer	Easy	100	-
What is the maximum number of type families that should be used in a design?	Multiple Choice Single Answer	Easy	88	-
Left justified text is the easiest to read, compared to full justified or right justified.	Multiple Choice Single Answer	Easy	97	-
What do you need to know when downloading a font?	Multiple Choice Single Answer	Easy	88	-
Which website is a good source for fonts?	Multiple Choice Single Answer	Easy	79	-
What is the main difference between 2D forms and 3D shapes?	Multiple Choice Single Answer	Easy	93	-
A realistic image that has been distorted is often referred to as _____?	Multiple Choice Single Answer	Easy	70	-
The position or viewpoint from which we see an object makes no difference in our perception of the object...	Multiple Choice Single Answer	Easy	97	-
What can diminish the importance of an object?	Multiple Choice Single Answer	Easy	73	-
Where can we see modern abstraction regularly?	Multiple Choice Single Answer	Easy	28	-
Forms and shapes can be thought of as positive or negative?	Multiple Choice Single Answer	Easy	77	-
In which century did architects and artists start valuing 3D effects again?	Multiple Choice Single Answer	Easy	84	-
What is the simplest method for indicating a 3-dimensional space?	Multiple Choice Single Answer	Easy	84	-
What best describes the linear perspective?	Multiple Choice Single Answer	Easy	100	-
Angular shapes placed diagonally in relation to gravity can suggest what?	Multiple Choice Single Answer	Easy	77	-
Creativity can be described as ....	Multiple Choice Single Answer	Easy	93	-
Which is not a necessary question to ask during the stage of gathering information?	Multiple Choice Single Answer	Easy	100	-
Brainstorming is a technique for ....	Multiple Choice Single Answer	Easy	93	-
Final designs can be sent directly to the printer as they will know what to do?	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
The idea that communication occurs through visual symbols is called?	Multiple Choice Single Answer	Easy	74	-
Visual language has the ability to manipulate attitudes to suit a purpose.	Multiple Choice Single Answer	Easy	100	-
Visual Language consists of 4 components, which of these is not one of them?	Multiple Choice Single Answer	Easy	90	-
Hue, Saturation, Radiance and Reflection are terms that are used within which of the components?	Multiple Choice Single Answer	Easy	95	-
Diagram, graph, map and chart fall under which component of visual Language?	Multiple Choice Single Answer	Easy	51	-
The fundamental principles of design will never change.	Multiple Choice Single Answer	Easy	96	-
&nbsp;The context will always affect the final visual communication.&nbsp;What does context mean?	Multiple Choice Single Answer	Easy	71	-
Visual information can be split into 2 categories which are&hellip;&hellip;...	Multiple Choice Single Answer	Easy	78	-
What is the difference between visual communication and graphic design?	Multiple Choice Single Answer	Easy	76	-
Form and content are vital to visual communication, what is the difference between them?	Multiple Choice Single Answer	Easy	18	-
What types of designs are created with a specific message to a targeted audience? Their main focus is to either sell a product or service or it may be to broadcast a message such as promoting a cause.	Multiple Choice Single Answer	Easy	96	-
What does the &lsquo;UI&rsquo;&nbsp;in UI&nbsp;design&nbsp;stand for?	Multiple Choice Single Answer	Easy	93	-
What type of design needs to be the silent salesmen in a retail environment?	Multiple Choice Single Answer	Easy	78	-
&nbsp;Motion graphics design includes which of the following?	Multiple Choice Single Answer	Easy	78	-
Environmental design's main function is to connect people to the places they are visiting?	Multiple Choice Single Answer	Easy	100	-
What is the main difference between a mark and an icon?	Multiple Choice Single Answer	Easy	91	-
&nbsp;What&nbsp;is an icon in design?	Multiple Choice Single Answer	Easy	100	-
Which of these is not an icon?	Multiple Choice Single Answer	Easy	77	-
A well-designed symbol has which of these characters?	Multiple Choice Single Answer	Easy	17	-
A logo can contain marks, icons or symbols combined with text, or a logo can just consist of text in an appropriate font.	Multiple Choice Single Answer	Easy	96	-
Which is not a good point in exhibit design?	Multiple Choice Single Answer	Easy	78	-
Exhibits are simple to design, you do not need to sketch your exhibit ideas before you start to build.	Multiple Choice Single Answer	Easy	91	-
What can you use to add life to your exhibit?	Multiple Choice Single Answer	Easy	100	-
How does a manned stand differ from an unattended stand?	Multiple Choice Single Answer	Easy	83	-
Which is a valid tip for unattended stands or displays?	Multiple Choice Single Answer	Easy	96	-

Question	Type	Level	% Correct	#Linked Assessments
_____ is not a stage in the data processing cycle;	Multiple Choice Single Answer	Easy	50	-
Data processing starts with data in its raw form and converts it into a more readable format, giving it the form and context necessary to be interpreted by computers and utilized by employees throughout an organization;	Multiple Choice Single Answer	Easy	100	-
Big data cloud technologies allow companies to combine all of their platforms into one easily-adaptable system.;	Multiple Choice Single Answer	Easy	100	-
Choose the incorrect statement about information;	Multiple Choice Single Answer	Easy	100	-
Modern science is unravelling the nature of information in numerous areas such as communication theory, biology, neuroscience, cognitive science, and education, among others.;	Multiple Choice Single Answer	Easy	50	-
_____ is the element of the information system that refers to the computers themselves, along with any and all peripherals, including servers, routers, monitors, printers and storage devices.;	Multiple Choice Single Answer	Easy	100	-
Customer Relationship Management Systems can be complex as they identify, extract and analyse data for various operational needs, particularly for decision-making purposes.;	Multiple Choice Single Answer	Easy	100	-
While the strategic information is needed to find out how the given activity can be performed better, operational information is needed for making choices among the business options.;	Multiple Choice Single Answer	Easy	100	-
This is information which is only available to the business.;	Multiple Choice Single Answer	Easy	100	-
Sales data give you insights about what customers are buying and let you stock or produce items that are selling well.;	Multiple Choice Single Answer	Easy	100	-
Knowledge Management involves the understanding of _____;	Multiple Choice Single Answer	Easy	100	-
When you have acquired knowledge, you can use it in conjunction with your experiences, expertise, and personal judgments to form wisdom.;	Multiple Choice Single Answer	Easy	100	-
The lack of focus on explicit knowledge can be linked directly to the reduced capacity for innovation and sustained competitiveness.;	Multiple Choice Single Answer	Easy	100	-
Embedded knowledge is not found in _____;.	Multiple Choice Single Answer	Easy	-	-
If a manufacturing plant in one part of the world has figured out how to prevent the need for product rework, and all other plants around the world adopt this practice, savings will flow directly to the bottom line.;	Multiple Choice Single Answer	Easy	100	-
High-powered software that use the computer's memory directly to carry out an action is a _____ application.;	Multiple Choice Single Answer	Easy	50	-
Application software comprises a simple user interface (UI) and is built to help the end-user achieve something as quickly and easily as possible.;	Multiple Choice Single Answer	Easy	100	-
Application suites provide multiple applications at a lower price than buying each separately and can provide better interoperability compared to buying lots of different applications from different companies.;	Multiple Choice Single Answer	Easy	100	-
_____ is a type of business software used by companies usually via a bundle of	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
integrated applications to solicit, review, store, manipulate, and analyse data derived from a variety of business operations;				
There are also application packages that focus on multiple tasks, such as database software and web design;	Multiple Choice Single Answer	Easy	100	-
Systems development is the process of _____ a new software application or program;	Multiple Choice Single Answer	Easy	100	-
An example of systems software is an operating system, which manages all other programs on a computer. An example of systems software is an operating system, which manages all other programs on a computer;	Multiple Choice Single Answer	Easy	100	-
Computer professionals created the System Development Life Cycle as a series of steps designed to manage system development;	Multiple Choice Single Answer	Easy	100	-
The Integration and testing step of systems development;_____;	Multiple Choice Single Answer	Easy	100	-
The benefits of an integrated system include higher levels of quality control and lower production costs by streamlining data processing and production processes;	Multiple Choice Single Answer	Easy	100	-
As a business owner, how can you use technology to its maximum potential for your business?;	Multiple Choice Single Answer	Easy	100	-
Social intranet software gives employees a centralized portal to access and update internal documents and contracts and relay relevant data to other departments instantly;	Multiple Choice Single Answer	Easy	100	-
Between the two extremes, analysis systems and model-oriented systems help people organize information and also facilitate and formalize the evaluation of proposed decision;	Multiple Choice Single Answer	Easy	100	-
Depending on the situation, a manager can inspect both individual portfolios and groups of portfolios from different viewpoints. This is the _____ system;	Multiple Choice Single Answer	Easy	100	-
Unlike the decision support user who receives standard reports on a periodic basis, the electronic data processing user typically initiates each instance of system usage, either directly or through a staff intermediary;	Multiple Choice Single Answer	Easy	-	-
There are 12 steps for the process of academic writing.	Multiple Choice Single Answer	Easy	50	-
Signposts are words that can be used such as	Multiple Choice Single Answer	Easy	-	-
The skills required to navigate through the abundance of information is called Information Communication Technology (ICT)	Multiple Choice Single Answer	Easy	-	-
Intellectual skills have different types of skills namely:	Multiple Choice Single Answer	Easy	100	-
The way you perceive information is one of the elements for thinking and learning style.	Multiple Choice Single Answer	Easy	100	-
Intellectual Skills, Reflection Skills, Study Skills, Thinking and Learning Styles, and Knowledge of the subject, are all requirements for academic study;	Multiple Choice Single Answer	Easy	100	-
Consistent reading is one of the methods to develop your vocabulary;	Multiple Choice Single Answer	Easy	100	-
A Suffix is a word that is at the beginning of the word;	Multiple Choice Single Answer	Easy	100	-



Question	Type	Level	% Correct	#Linked Assessments
Referencing provides an opportunity for other researchers to identify and access related sources that they could possibly use in their work	Multiple Choice Single Answer	Easy	100	-
It is important to reference the ideas of other authors because:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Boolean Search contains the Words, AND, OR, NOT.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
When referencing you have to include the following sources for:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select one of the search processes for seeking information.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
The Directory of Open Access Journals&nbsp;is one of the platforms that can be used to seek information.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Reference is important because:&nbsp;&nbsp; It acknowledges the ideas of others&nbsp;&nbsp; credibility in your work.&nbsp;&nbsp; It provides opportunity for other researchers to identify and access related sources.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
It is said that when you do not reference the work of others, you will be committing plagiarism.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Cite this for me&nbsp;is a&nbsp;Reference tool contains sites that will assist with the referencing of authors.	Multiple Choice Single Answer	Easy	100	-
It is important to look at one person in the audience&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
The basic steps to deliver a successful presentation is to:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The more nervous you are, the better you will present and get the message across.	Multiple Choice Single Answer	Easy	100	-
Body language is a significant part of your presentation&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Visual Aids allows the message to be more clear and transmitted.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Design and Prepare is one of the 7 steps to give a presentation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The best way to introduce a new topic when presenting is to:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Body language&nbsp;is one of the most significant elements of the presentation. This is what the audience sees in front of them	Multiple Choice Single Answer	Easy	100	-
Visual Aids is an important element when presenting and making it more memorable.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
&nbsp;In order to have a healthy tone of voice you shouldn't do the following when presenting:	Multiple Choice Single Answer	Easy	100	-
When was the introduction to the first RP system developed?	Multiple Choice Single Answer	Easy	90	-
What does the abbreviation RPT mean?	Multiple Choice Single Answer	Easy	100	-
What does the abbreviation LOM stand for?	Multiple Choice Single Answer	Easy	80	-
Which one of the following is not a benefit of RP?	Multiple Choice Single Answer	Easy	60	-
What is a layered based automated fabrication process called?	Multiple Choice Single Answer	Easy	71	-

Question	Type	Level	% Correct	#Linked Assessments
What does the abbreviation SLA stand for?	Multiple Choice Single Answer	Easy	100	-
Where was 3D printing first developed?	Multiple Choice Single Answer	Easy	71	-
What does the abbreviation FDM stand for?	Multiple Choice Single Answer	Easy	100	-
Which one of the following processes is not an example of Subtractive&nbsp;Manufacturing?	Multiple Choice Single Answer	Easy	100	-
State if the following statement is True or False: Subtractive manufacturing&nbsp;methods can produce more complex geometries than AM?	Multiple Choice Single Answer	Easy	-	-
State if the following statement is True or False: In an RP system a solid model is developed from bottom to top?	Multiple Choice Single Answer	Easy	100	-
State if the following statement is True or False: Errors and flaws can be detected in AM at an earlier stage than with subtractive manufacturing processes?	Multiple Choice Single Answer	Easy	80	-
What does the abbreviation NME stand for?	Multiple Choice Single Answer	Easy	86	-
What is the term for &ldquo;the use of control systems and software to independently operate and monitor a mechanised of industrial processes&rdquo;?	Multiple Choice Single Answer	Easy	57	-
State if the following statement is True or False: By converting client-supplier relationships into partnerships will reduce the total cost of a programme and a product&rsquo;s time to market.	Multiple Choice Single Answer	Easy	71	-
What is the term used for the model that shows how industrial production&nbsp;follows the most advanced developments that are changing over time, where the&nbsp;man, machine and production constitutes the force in one intelligent and&nbsp;independent network?	Multiple Choice Single Answer	Easy	100	-
Who is the world&#39;s leading producers in the fourth industrial revolution?	Multiple Choice Single Answer	Easy	67	-
Which one of the following things are needed for this revolution to happen?	Multiple Choice Single Answer	Easy	83	-
State if the following statement is True or False: New manufacturing&nbsp;technologies are having a disruptive impact on the factories of the future?	Multiple Choice Single Answer	Easy	40	-
How much more or less are speculated to be invested into the IoT by 2020?	Multiple Choice Single Answer	Easy	80	-
State if the following statement is True or False: The industry is gradually shifting from the B2B2C to B2B model.	Multiple Choice Single Answer	Easy	80	-
What does the abbreviation DfE mean?	Multiple Choice Single Answer	Easy	100	-
State if the following statement is True or False: The first phase of DfE is to think&nbsp;about environmentally friendly packaging.	Multiple Choice Single Answer	Easy	63	-
What does the abbreviation LCA mean?	Multiple Choice Single Answer	Easy	75	-
What is the first phase in the LCA?	Multiple Choice Single Answer	Easy	50	-
When does the greatest opportunity occur to minimise environmental impacts?	Multiple Choice Single Answer	Easy	45	-
Which of the following decisions does not fall under the design decision&rsquo;s phase?	Multiple Choice Single Answer	Easy	82	-

Question	Type	Level	% Correct	#Linked Assessments
State if the following statement is True or False: Energy consumption metric must be calculated for all products big or small?	Multiple Choice Single Answer	Easy	45	-
When will environmental targets be set during the process of new product development?	Multiple Choice Single Answer	Easy	82	-
State if the following statement is True or False: Consumers have not become more attentive to social and ethical considerations in environmentally friendly products and services?	Multiple Choice Single Answer	Easy	83	-
Which decade is known as the "The Earth Decade" where the environment has become a public issue?	Multiple Choice Single Answer	Easy	67	-
Complete the following sentence: Ethical consumerism refers to a wider movement in _____?	Multiple Choice Single Answer	Easy	50	-
When were green product design concepts introduced first?	Multiple Choice Single Answer	Easy	88	-
What are the main three pillars of sustainability?	Multiple Choice Single Answer	Easy	75	-
What does the abbreviation PSS stand for?	Multiple Choice Single Answer	Easy	75	-
Which one of the following is not one of the major six dimensions of sustainable design?	Multiple Choice Single Answer	Easy	67	-
What does the MET emissions matrix stand for?	Multiple Choice Single Answer	Easy	78	-
State if the following statement is True or False: The product servicing & sustainable design and development check should be conducted after the product design issue identification and classifications?	Multiple Choice Single Answer	Easy	44	-
What does the abbreviation NIE stand for?	Multiple Choice Single Answer	Easy	86	-
What does the abbreviation EOL stand for?	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not true for extending a product's functionality?	Multiple Choice Single Answer	Easy	71	-
What does the abbreviation DfR mean?	Multiple Choice Single Answer	Easy	86	-
What does the abbreviation EMS stand for?	Multiple Choice Single Answer	Easy	86	-
How many stages can a product's life cycle be broken up into?	Multiple Choice Single Answer	Easy	100	-
How many estimated industrial wastes are being recycled?	Multiple Choice Single Answer	Easy	73	-
Which is the most preferred action in the waste management hierarchy?	Multiple Choice Single Answer	Easy	55	-
Which one of the following ideas generating methods are used to boost creativity, where the concepts can be crazy which creates a challenge for a group of people to develop further?	Multiple Choice Single Answer	Easy	27	-
How many dollars are spent annually on general municipal waste removal in rich countries?	Multiple Choice Single Answer	Easy	70	-
Which era was seen as the first environmental wave recorded out of the three?	Multiple Choice Single Answer	Easy	70	-
State if the following statement is True or False: If the global economy grows, resources demands for virgin	Multiple Choice Single Answer	Easy	60	-

Question	Type	Level	% Correct	#Linked Assessments
materials are likely to decrease?				
It is generally agreed that the role of strategy is to:	Multiple Choice Single Answer	Easy	100	-
Strategy has its antecedents in:	Multiple Choice Single Answer	Easy	100	-
Decisions regarding which industries to compete in are the concern of;	Multiple Choice Single Answer	Easy	100	-
Competitive strategy is also known as;	Multiple Choice Single Answer	Easy	-	-
Which of the below may not be an obstacle to strategy implementation according to;	Multiple Choice Single Answer	Easy	100	-
A company's strategic vision concerns _____	Multiple Choice Single Answer	Easy	-	-
When companies adopt the strategy making and strategy execution process it requires, they start by:	Multiple Choice Single Answer	Easy	100	-
Top management views about where a company is headed and what its future product-customer-market technology will be;	Multiple Choice Single Answer	Easy	50	-
A company's mission statement typically addresses which of the following questions?â€¢;	Multiple Choice Single Answer	Easy	100	-
A company's values concerns _____	Multiple Choice Single Answer	Easy	50	-
Strategic management is a halved process of five steps which defines the way an organisation makes its strategy to achieve its goals.	Multiple Choice Single Answer	Easy	100	-
Strategic Formulation is the first stage of the 5 steps of the strategic management process.	Multiple Choice Single Answer	Easy	100	-
The SWOT analysis represents all the macro-environment factors that influence the organization in the global environment.	Multiple Choice Single Answer	Easy	100	-
Strategy implementation is a central constituent of the broader strategic management process.	Multiple Choice Single Answer	Easy	100	-
The key strategy evaluation activities are: appraising internal and external factors that are the root of present strategies, measuring performance, and taking remedial/corrective actions.	Multiple Choice Single Answer	Easy	100	-
Cost leadership is centred on selling products at very low prices regardless of the manufacturing costs.	Multiple Choice Single Answer	Easy	100	-
Value is what buyers are willing to pay, and superior value stems from offering lower prices than competitors for equivalent benefits or providing unique benefits that more than offset a higher price.	Multiple Choice Single Answer	Easy	100	-
Differentiation is aimed at the broad market that involves the creation of a product or services that is perceived to its industry as similar.	Multiple Choice Single Answer	Easy	100	-
&Positioning a firm as a low-cost manufacturer or service provider places a severe burden on the firm.	Multiple Choice Single Answer	Easy	100	-
Chances of a firm succeeding are high if firms try to maintain cost leadership as well as differentiation at the same time.	Multiple Choice Single Answer	Easy	100	-
Which one of the following refer to a technology where a digital visual data is overlayed on the real world	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following Technologies are considered the most mature	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a type of Virtual Reality	Multiple Choice Single Answer	Easy	-	-
Who was the inventor of the Oculus VR System	Multiple Choice Single Answer	Easy	-	-
What is Translation tracking	Multiple Choice Single Answer	Easy	-	-
To be successful as an office administrator, you will need:	Multiple Choice Single Answer	Easy	100	-
Office etiquette may include having good manners and being courteous of others, as well as using workplace technology in a suitable manner;	Multiple Choice Single Answer	Easy	100	-
Confidential documents must be stored, retrieved and shredded according to established office protocols for managing data;	Multiple Choice Single Answer	Easy	100	-
The skill required for Office Administrators to manage office operations to keep work flowing without distractions or interruptions;	Multiple Choice Single Answer	Easy	50	-
Part of office etiquette is working well with others and communicating effectively;	Multiple Choice Single Answer	Easy	100	-
&nbsp;can&nbsp;help make a great first impression;	Multiple Choice Single Answer	Easy	100	-
Making people feel at ease boils down to a combination of intention, curiosity, and empathy.	Multiple Choice Single Answer	Easy	100	-
Your predominant thoughts cannot influence your behaviour and attitude and control your actions and reactions;	Multiple Choice Single Answer	Easy	50	-
Saying something like, &ldquo;It&rsquo;s always tough to come to the boss with a problem, isn&rsquo;t it?&rdquo; can let the employee know that you understand their feelings and that you&rsquo;ve been in similar situations.&nbsp; This is known as:	Multiple Choice Single Answer	Easy	50	-
Cognitive distortions are simply ways that our mind convinces us of something that is not really true. These inaccurate thoughts are normally used to reinforce negative thinking or emotions by telling ourselves things that sound rational and accurate, but really only serve to keep us feeling bad about ourselves;	Multiple Choice Single Answer	Easy	100	-
Clean your workspace by:	Multiple Choice Single Answer	Easy	100	-
By increasing natural lighting,&nbsp;incorporating blue desk accents, and making sure you&#39;re moving around regularly,&nbsp;your office space can help you get more done at work;	Multiple Choice Single Answer	Easy	100	-
Also known as a pending file system or a tickler file, the priority tray will keep all documents that require follow-up in one place;	Multiple Choice Single Answer	Easy	50	-
Identify the guideline that does not relate to planning;	Multiple Choice Single Answer	Easy	100	-
Much of the job is reactive, and that can be one of the biggest challenges reacting to and prioritizing the myriad request that an office administrator gets from all over the organisation;	Multiple Choice Single Answer	Easy	100	-
The characteristics of aggressive behaviour includes :	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Use active listening and open questions to clarify your understanding of the other person's position;	Multiple Choice Single Answer	Easy	100	-
Routines include setting time for family, for eating, for sleeping, for exercising, and anything else you do on a regular basis;	Multiple Choice Single Answer	Easy	100	-
The definition of _____ behaviour is when needs and wants are taken care of by suppressing them or manoeuvring others to take care of them;	Multiple Choice Single Answer	Easy	-	-
The persistent response technique is useful when dealing with very aggressive or manipulative people who won't take no for an answer;	Multiple Choice Single Answer	Easy	100	-
Business communication must have a specific objective and must be planned properly so that the objective can be achieved; relates to the feature of:	Multiple Choice Single Answer	Easy	50	-
The two most powerful communication skills we have, other than our non-verbal skills, are our abilities to listen and to ask questions;	Multiple Choice Single Answer	Easy	100	-
Open questions restrict our responses and give us little opportunity to develop our thoughts;	Multiple Choice Single Answer	Easy	50	-
Writing should be _____, without additional, unnecessary words;	Multiple Choice Single Answer	Easy	100	-
Use semi-colons to set off nonessential elements in a sentence;	Multiple Choice Single Answer	Easy	50	-
Office Administrators are often expected to fix anything that goes wrong at work, including technical difficulties with the printer, scheduling conflicts, internet connectivity problems, clogged toilets, messy break rooms, and so on. This challenge may be described as _____;	Multiple Choice Single Answer	Easy	67	-
Once you know what your supervisor wants and expects of you, you will be more productive because you know what your priorities are.;	Multiple Choice Single Answer	Easy	100	-
Count on your job description to tell you what your priorities are;	Multiple Choice Single Answer	Easy	-	-
A coping strategy for dealing with an exceptionally high workload is to:	Multiple Choice Single Answer	Easy	33	-
An example of the "teach a man to fish" approach. Is when a co-worker asks you for particular office supply; you offer to show them where the supply is stored so they can access it themselves in the future;	Multiple Choice Single Answer	Easy	100	-
_____ is any behaviour by which you reduce the differences between you and another person in order to meet them where they are and move to common ground;	Multiple Choice Single Answer	Easy	100	-
Redirecting always precedes blending, whether you are listening to understand or speaking to be understood;	Multiple Choice Single Answer	Easy	100	-
Often, it is not the situation but the perspective on the situation that causes anger to fester and ultimately leads to a shouting match or other visible and disruptive evidence of a conflict;	Multiple Choice Single Answer	Easy	100	-
Your action plan for angry, aggressive people should include:	Multiple Choice Single Answer	Easy	100	-
Criteria are the standards by which we measure whether ideas are good or not, the means for determining what a thing should be, and the benchmark by which people gauge whether they are for or against an idea;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Failing to manage your time or poor time management skills can result in: _____;	Multiple Choice Single Answer	Easy	100	-
A to-do list is one of your most important time-management tools, and one of the most effective ways to stay productive;	Multiple Choice Single Answer	Easy	100	-
Stressâ€“managementâ€“ is the ability to plan and control how someone spends the hoursâ€“ in a day to effectively accomplish theirâ€“ goals;	Multiple Choice Single Answer	Easy	-	-
_____ is not a benefit of time management;	Multiple Choice Single Answer	Easy	100	-
Multitasking is one of the best time-wasting activities;	Multiple Choice Single Answer	Easy	-	-
Checking goal _____ ensures that administrative goals are feasible and executed properly;	Multiple Choice Single Answer	Easy	100	-
Employee goals are important because they support the goals of individual departments which should line up with theâ€“implementation of business strategy;	Multiple Choice Single Answer	Easy	100	-
The beauty of flowing goal responsibility throughout the organisation is that it gives every employee an opportunity to participate in the process;	Multiple Choice Single Answer	Easy	100	-
Framing the goal positively so that it is fun to accomplish is the _____ part of the SPIRIT goal setting process;	Multiple Choice Single Answer	Easy	100	-
We plan, we put plans in place, we check to see if they worked, and if they don't work, we adjust or take further action;	Multiple Choice Single Answer	Easy	100	-
_____ is a sign of stressâ€“overload;	Multiple Choice Single Answer	Easy	100	-
Headaches are an emotional symptom of chronic stress;	Multiple Choice Single Answer	Easy	100	-
The body's &ldquo;fight-or-flight response&rdquo; is a chemical reaction that prepares your body for a physical reaction because it thinks it is under attack.;	Multiple Choice Single Answer	Easy	100	-
_____ is a quick, easy way to lower your stress levels quickly&nbsp;using&nbsp;positive imagery to boost your mood and enhance your visible performance;	Multiple Choice Single Answer	Easy	100	-
The more resilient you become, the less of an impact each&nbsp;stressful&nbsp;event has on your mind and body;	Multiple Choice Single Answer	Easy	100	-
Identify the two aspects that are combined to form the concept of geo-tourism.;	Multiple Choice Single Answer	Easy	75	-
Provide the definition of geography from the option provided.;	Multiple Choice Single Answer	Easy	50	-
Provide a definition of geo-tourism;from the options provided.;	Multiple Choice Single Answer	Easy	75	-
Suggest whether the following statement is true or false: tourism and geography are closely related and the relationship can be explained by means of geo-tourism.;	Multiple Choice Single Answer	Easy	100	-
Select an example from the options provided that best describes the relationship between tourism and geography.;	Multiple Choice Single Answer	Easy	67	-
Explain the relationship between tourism and geography by	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
selecting a suitable answer from the list provided.&nbsp;&nbsp;				
The geographical components of tourism include:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
State whether the following is true or false: the transit region is present in both the departing journey and return journey of a tourist.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide an example that describes the tourist-generating region effectively.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
&nbs;p;Provide an example that describes the tourist-transit&nbs;p;region effectively.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Provide an example that describes the tourist-destination&nbs;p;region effectively.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Suggest what is meant by the core of an attraction. Choose the answer from the list provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Suggest which of the following is not a type of attraction.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select the answer the best corresponds with the following scenario: the home of an iconic historical figure was turned into a museum to preserve the history and status of the building.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Select which of the following examples can be classified as a man-made attraction.	Multiple Choice Single Answer	Easy	100	-
Select which of the following can be classified as a cultural attraction:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the attraction that cannot be found in South Africa from the list provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the attraction where most South Africans will spend their summer holiday from the list provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select the international destination that has dropped in ranking, as identified by a recent study by ACSA.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	40	-
Identify the destination you will visit if you want to see the Victoria Falls.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	60	-
Identify the destination you will visit if you want to see the Empire State Building.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	80	-
Identify which of the following is a primary aspect of the tourism industry.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following options can be deemed an economic sector of the tourism industry.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Define the term linkage by selecting the correct answer from the options provided.	Multiple Choice Single Answer	Easy	50	-
Define the term leakage by selecting the correct answer from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify the components necessary to calculate the tourism income multiplier.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify the three types of unemployment.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Define the term unemployment by selecting the correct answer from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
State whether it is true or false: tourism can alleviate unemployment in a country by creating jobs where little to no formal training is needed.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Formal tourism employment opportunities exist in&nbsp;a&nbsp;establishment.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
State what the concept of informal employment refers to in terms of tourism, by selecting the correct answer from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following is an example of a tourism impact on the economy of South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
True or false: the creation of jobs is deemed a positive economic impact of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide an example of a direct economic impact of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide an example of an indirect economic impact of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Provide an example of an induced economic impact of tourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide an example of domestic tourism from the list provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following can be classified as foreign expenditure.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the difference between tourism exports and exports of manufactured goods.	Multiple Choice Single Answer	Easy	100	-
Identify which of the scenarios best describes the concept of tourism imports.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify the correct term used for the South African account that documents the economic impacts of tourism by providing an accurate framework for collecting, measuring and processing tourism economic data.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Since corporate governance also provides the framework for attaining a company's objectives, it encompasses _____:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Almost all codes of ethics used by businesses involve at least some guarantee of confidentiality;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The board of directors is the primary direct stakeholder influencing corporate governance;&nbsp;	Multiple Choice Single Answer	Easy	100	-
_____ is not a pillar of successful corporate governance:&nbsp;	Multiple Choice Single Answer	Easy	100	-
A public company's Memorandum of Incorporation must restrict the transferability of its securities.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The board is tasked with&nbsp;making important decisions, such as:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Communicating a firm's corporate governance is a key component of community and investor relations;â€ &nbsp;	Multiple Choice Single Answer	Easy	100	-
Directors are elected by shareholders or appointed by other board members,&nbsp;but&nbsp;they&nbsp;do not&nbsp;represent shareholders of the company;â€ &nbsp;	Multiple Choice Single Answer	Easy	100	-
Bad corporate governance can cast doubt on a&nbsp;company's;â€ &nbsp;	Multiple Choice Single Answer	Easy	100	-
Boards are often made up of inside and independent members. Insiders are major shareholders, founders and executives. Independent directors do not share the ties of the insiders, but they are chosen because of their experience managing or directing other large companies. Independents;â€&nbsp;	Multiple Choice Single Answer	Easy	100	-
Every company must calculate its public interest score for	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
each financial year. This is determined as the sum of:&nbsp;				
The Companies Act 71 of 2008 requires all companies to maintain their records for a period of 7 years and keep its company registers up to date.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Annual reports contain financial information and do not introduce the board of directors and key personnel to shareholders, stakeholders and the general public;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Company annual reports does not normally provide&nbs;p;information on _____:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The origin of corporate governance lies in integrated reporting, as a solution to demands on corporate leadership regarding the sustainability, strategy, performance and risks;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Statutory reporting is a core regulatory requirement, often with significant attention from:â€¢&nbsp;	Multiple Choice Single Answer	Easy	100	-
South Africa uses both the International Financial Reporting Standards and Generally Accepted Accounting Principles (GAAP);â€¢&nbsp;	Multiple Choice Single Answer	Easy	100	-
The company secretary is responsible for the efficient administration of a company, particularly with regard to compliance with statutory requirements only;â€¢&nbsp;	Multiple Choice Single Answer	Easy	100	-
Non-profit companies do not have to file annual returns once every year within the required time frame as regulated by the Companies Act and Close Corporations Act:â€¢&nbsp;	Multiple Choice Single Answer	Easy	100	-
Internal Audit is responsible for assessing the _____ within an operation:&nbsp;	Multiple Choice Single Answer	Easy	67	-
The point of assessment is to make sure your in-house auditors fully understand internal control procedures and can determine if employees are complying with internal control directives;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Both internal and independent auditors contribute to a company's audit system in different but important ways;&nbsp;	Multiple Choice Single Answer	Easy	100	-
This test looks at whether transactions were recorded in the correct period. This is known as _____:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Corporate Laws Amendment Act (CLAA), identified the audit committee as a statutory board committee that all public companies or state-owned companies;&nbsp;	Multiple Choice Single Answer	Easy	67	-
What controls are&nbs;p;designed to discourage errors or irregularities from occurring?â€¢&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the false statement about business law:&nbsp;	Multiple Choice Single Answer	Easy	33	-
A lot of contract law comes fromâ€¢common law;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Making sure a business gets to exclusively keep and use their own products falls under intellectual property and copyright law;&nbsp;	Multiple Choice Single Answer	Easy	100	-
_____ deals with the kind or type of business allowed in certain areas, how the land surrounding a business is used, signboards, advertisements, and parking;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Ethics are a set of enduring personal rules (above and beyond the laws or policies that govern our country, industry, profession or company) that ensure that we do what is right when the way ahead is not clear;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Business law does not intersect withâ€¢immigration law;&nbs;p;	Multiple Choice Single Answer	Easy	67	-

Question	Type	Level	% Correct	#Linked Assessments
Companies that employ deceptive or unfair practices in order to cut out competitors or avoid competition might find themselves the subject of allegations of:&nbsp; violations;	Multiple Choice Single Answer	Easy	33	-
Businesses are required to register with theirâ€“Sector Education and Training Authority (SETA)â€“for the Skills Development Levy;	Multiple Choice Single Answer	Easy	100	-
The relevant legislation that pertains to the registration of a bargaining council is the:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Business law typically happens outside of a courtroom;	Multiple Choice Single Answer	Easy	100	-
The South African&nbsp;Bill of Rights guarantees&nbsp;basic human rights such as:&nbsp; of all individuals:&nbsp;	Multiple Choice Single Answer	Easy	100	-
South Africaâ€“has a &#39;hybrid&#39; orâ€“&#39;mixed&#39; legal system, formed by the interweaving of a number of distinct legal traditions;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The legislation is written, formally enacted a law, in the form of a statute (Act of Parliament), or a provincial act, or a municipal by-law or ordinance;&nbsp;	Multiple Choice Single Answer	Easy	100	-
This is the lowest level in the court system of South Africa and also courts for the first instance in most cases except a few most serious crimes:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The process of making a law may start with a discussion document called a&nbsp;Blue&nbsp;Paper that is drafted in the Ministry or department dealing with a particular issue;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Section 75 Bills are ordinary Bills not affecting provinces;&nbsp;	Multiple Choice Single Answer	Easy	100	-
For a contract to be considered valid and binding in South Africa, the following requirement must be met:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Most simple contracts are&nbsp;unilateral, which means that both parties have agreed to exchange something such as when a customer gives a business money in exchange for a product;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Non-compete agreements prohibit individuals or other businesses from offering goods or services in the economic marketplace;&nbsp;	Multiple Choice Single Answer	Easy	100	-
_____ usually puts&nbsp;the nonbreaching party in the position&nbsp;he or&nbsp;she would have been in had the other party performed:&nbsp;	Multiple Choice Single Answer	Easy	100	-
An invitation to treat means that the business is ready to accept offers or payment from customers or clients;&nbsp;	Multiple Choice Single Answer	Easy	100	-
A licensing agreement can allow a small business to earn profit by allowing a larger company to use its resources to develop intellectual property;&nbsp;	Multiple Choice Single Answer	Easy	100	-
A lease is a contract between a landlord and a tenant that specifies the terms under which the tenant has the right to use the landlordâ€™s property;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Remember that when it comes to contract law, the general rule is that you are bound by what you sign:&nbsp;	Multiple Choice Single Answer	Easy	100	-
A sales contract is an agreement between two parties that details the terms of a financial transaction and documents the fact that ownership of an asset has transferred from seller to buyer;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide the definition of ecotourism by identifying the correct	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
option from the list provided.&nbsp;&nbsp;				
The criteria stating that ecotourism has a cultural dimension refers to ecotourism:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
State whether the following is true or false: ecotourism can be divided into two categories, namely easy and difficult.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the type of ecotourism activity that can be classified as difficult and dedicated.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Provide an example of a soft ecotourism activity from the options provided:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following ways can be classified as a benefit of ecotourism towards the local economy of a destination:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify which of the following can be classified as a benefit of ecotourism towards the environment.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following can be classified as a cultural benefit of ecotourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify which of the following should be recognised as a drawback of ecotourism.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Select the most appropriate manner in which the Great Barrier Reef can implement ecotourism and contribute to the conservation of the reef.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify an example of adventure tourism in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify an example of community tourism in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify an example of coastal tourism in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the National Park in South Africa that is an iconic landmark for conservation and tourism practices.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
State which park is known for elephant conservation in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which one of the following refers to a technology where a digital visual data is overlayed on the real world?	Multiple Choice Single Answer	Easy	82	-
Which of the following Technologies are considered the most mature?	Multiple Choice Single Answer	Easy	80	-
&nbsp;Which of the following is not a type of Virtual Reality?	Multiple Choice Single Answer	Easy	67	-
&nbsp;Who was the inventor of the Oculus VR System	Multiple Choice Single Answer	Easy	71	-
What is Translation tracking?	Multiple Choice Single Answer	Easy	56	-
The cloud service form Autodesk is called	Multiple Choice Single Answer	Easy	36	-
Which of the following file formats can be uploaded directly to the cloud render service?	Multiple Choice Single Answer	Easy	68	-
Using the cloud render feature requires you to have sufficient	Multiple Choice Single Answer	Easy	66	-
Panorama renders are best suited for	Multiple Choice Single Answer	Easy	52	-
Which of the following applications cannot render direct to	Multiple Choice Single Answer	Easy	32	-

Question	Type	Level	% Correct	#Linked Assessments
cloud at the moment				
VRED is embraced mostly in this field	Multiple Choice Single Answer	Easy	45	-
To see the Stereoscopic View in the workspace you have to activate	Multiple Choice Single Answer	Easy	25	-
To set up for a panoramic render you have to change the render settings in the	Multiple Choice Single Answer	Easy	21	-
Panoramic renders for Google Cardboard use this layout to render the individual eyes	Multiple Choice Single Answer	Easy	62	-
Lighting for a scene can be generated with which image type	Multiple Choice Single Answer	Easy	55	-
What does the term ‘Design Process’ refer to?	Multiple Choice Single Answer	Easy	95	-
A designer is a creative problem-solver, and not knowing the problems to solve means _____?	Multiple Choice Single Answer	Easy	100	-
A brief does not change once it is finalised	Multiple Choice Single Answer	Easy	75	-
Once a design problem has been identified, what should the designer’s next step be?	Multiple Choice Single Answer	Easy	50	-
What purpose does a brief serve?	Multiple Choice Single Answer	Easy	85	-
When is a negotiated brief needed?	Multiple Choice Single Answer	Easy	81	-
Which is the most commonly used type of brief for graphic designers, for eg. A new logo design?	Multiple Choice Single Answer	Easy	81	-
Which type of brief is regularly used by government departments and large corporation?	Multiple Choice Single Answer	Easy	50	-
When compiling questions to complete a SWOT analysis, what aspects should be covered?	Multiple Choice Single Answer	Easy	100	-
By asking the correct questions; you increase the probability of finding a lack in the project BEFORE you have finished a failure. This will save time because you will have clearer direction and more focus.	Multiple Choice Single Answer	Easy	100	-
When you think of a marketing strategy you should think of it as _____;	Multiple Choice Single Answer	Easy	100	-
A successful design brief is informed by?	Multiple Choice Single Answer	Easy	54	-
Why do generated ideas need to be classified in various ways?	Multiple Choice Single Answer	Easy	100	-
Once a designer reaches the analysis and selection stage, they’re ready to apply various criteria, which of these points is not a valid criterion?	Multiple Choice Single Answer	Easy	85	-
The process of analysis and selection does NOT continue until the designer is satisfied. It is a quick one-time process that is not repeated.	Multiple Choice Single Answer	Easy	85	-
Describe what ‘Concept’ means.	Multiple Choice Single Answer	Easy	69	-
How do Concepts and Prototypes differ?	Multiple Choice Single Answer	Easy	69	-
A systematic approach to concept development first involves grouping the underlying ideas that are related.	Multiple Choice Single Answer	Easy	96	-
What is the ideal result of the concept ideation phase?	Multiple Choice Single Answer	Easy	81	-

Question	Type	Level	% Correct	#Linked Assessments
When receiving a complete and finalised brief what should be one of the first things a designer does?	Multiple Choice Single Answer	Easy	46	-
Creativity is something you are born with and cannot be learnt?	Multiple Choice Single Answer	Easy	88	-
As a designer, you will develop your own unique style for what?	Multiple Choice Single Answer	Easy	100	-
Great ideas come to the prepared mind, what does this statement mean?	Multiple Choice Single Answer	Easy	81	-
What is Associative thinking?	Multiple Choice Single Answer	Easy	63	-
What is a designer's most popular method of documenting ideas?	Multiple Choice Single Answer	Easy	88	-
The Planning & Execution part of the design process is the stage when_____	Multiple Choice Single Answer	Easy	64	-
Once&nbs;a&nbs;design is finalised material must be created, what would this material NOT include?	Multiple Choice Single Answer	Easy	91	-
When designing, the designer&nbs;should always consider and adhere to&nbs;_____	Multiple Choice Single Answer	Easy	91	-
Why would a prototype be necessary?	Multiple Choice Single Answer	Easy	100	-
Designers&nbs;are special in that they&nbs;have the ability to visualise with much less guidance than the average person.	Multiple Choice Single Answer	Easy	82	-
What could cause a brilliant idea to be eliminated by a client?	Multiple Choice Single Answer	Easy	61	-
Process of&nbs;elimination occurs at various stages of the design process.	Multiple Choice Single Answer	Easy	94	-
How does the process of elimination come into play when a designer meets with the client for the first time?	Multiple Choice Single Answer	Easy	94	-
How does the process of elimination come into play immediately after a brief is finalised?	Multiple Choice Single Answer	Easy	78	-
&nbs;During which stage of the process of elimination does the client choose&nbs;the final design or&nbs;an&nbs;idea that needs further refinement?	Multiple Choice Single Answer	Easy	78	-
Suggest which industry is most receptive towards technological advances.&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
Identify one way in which technology improves the tourism industry.&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following terms is used to identify a platform designed for a mobile phone or tablet.&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
Identify the modern tool/platform that can be used to find self-catering accommodation across the world.&nbs;&nbs;	Multiple Choice Single Answer	Easy	100	-
Identify the modern tool/platform that can be used to find reviews on accommodation establishments and restaurants.&nbs;&nbs;	Multiple Choice Single Answer	Easy	67	-
Identify the modern tool/platform that can be used to book bundles at&nbs;onces, such as flights and hotels.&nbs;&nbs;	Multiple Choice Single Answer	Easy	33	-
Identify the modern tool/platform that can be used to make bookings for accommodation, and that also has an application&nbs;for mobile phones.&nbs;&nbs;	Multiple Choice Single Answer	Easy	67	-
When was the earliest recorded use of the abacus?	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
Who is considered the father of the logarithm?	Multiple Choice Single Answer	Easy	50	-
What did Babbage base his Analytical Engine's punchcard-based design on?	Multiple Choice Single Answer	Easy	50	-
Computer giant IBM had its start in punchcard machines, what were those machines originally used for?	Multiple Choice Single Answer	Easy	25	-
The silk-woven Jacquard portrait hanging in the London Science Museum was made using how many punch cards?	Multiple Choice Single Answer	Easy	75	-
Heinrich Hertz has a unit of measurement named after him, but which discovery is he famous for?	Multiple Choice Single Answer	Easy	75	-
IBM's Automatic Sequence Controlled Calculator was used in which WWII project?	Multiple Choice Single Answer	Easy	50	-
What was the first commercially available general computer?	Multiple Choice Single Answer	Easy	50	-
Which company developed the integrated circuit?	Multiple Choice Single Answer	Easy	50	-
Which company pioneered the graphical user interface?	Multiple Choice Single Answer	Easy	75	-
What was the first non-computing machine on the Internet?	Multiple Choice Single Answer	Easy	80	-
Which company is currently the leader in IoT?	Multiple Choice Single Answer	Easy	40	-
In 1982 a university computer science faculty connected a device to the internet, which university was it?	Multiple Choice Single Answer	Easy	100	-
What gives Amazon its edge in the IoT space?	Multiple Choice Single Answer	Easy	100	-
The Internet of Things makes the world around us smarter by doing what?	Multiple Choice Single Answer	Easy	100	-
Which robotics firm did Amazon acquire to bolster its warehouse operations?	Multiple Choice Single Answer	Easy	40	-
What does SIM stand for?	Multiple Choice Single Answer	Easy	60	-
Which power source do IoT devices use?	Multiple Choice Single Answer	Easy	60	-
Which innovation is said to advance IoT technology in the near future?	Multiple Choice Single Answer	Easy	80	-
Who is the founder and CEO of Amazon?	Multiple Choice Single Answer	Easy	80	-
What does the NR stand for in 5G NR?	Multiple Choice Single Answer	Easy	57	-
Carrier aggregation is one of the foundational technologies of 5G, who was the first person to do practical testing of multiple-input multiple-output data transfer?	Multiple Choice Single Answer	Easy	71	-
What's the most popular unlicensed data transmission frequency?	Multiple Choice Single Answer	Easy	57	-
How wide is each channel in the 5G standard?	Multiple Choice Single Answer	Easy	57	-
Who won the 2014 Marconi Prize?	Multiple Choice Single Answer	Easy	29	-
Where was the AWS Elastic Cloud Compute developed?	Multiple Choice Single Answer	Easy	67	-

Question	Type	Level	% Correct	#Linked Assessments
Which mobile computing technology was birthed out of Apple's Newton project?	Multiple Choice Single Answer	Easy	67	-
Before server access there was time-sharing. Which university did most of the time-sharing demos in the 1960s?	Multiple Choice Single Answer	Easy	100	-
Bell Labs is credited with developing Unix, but which company was it partnering with to develop mainframe software?	Multiple Choice Single Answer	Easy	33	-
What was the first mainframe computer to allow time-sharing?	Multiple Choice Single Answer	Easy	67	-
What was Oracle's name before changing to Oracle?	Multiple Choice Single Answer	Easy	67	-
Which year did oracle purchase SUN Microsystems?	Multiple Choice Single Answer	Easy	33	-
Oracle bought SUN Microsystems for a specific product, what is it called?	Multiple Choice Single Answer	Easy	67	-
What other big innovation did SUN Microsystems contribute to the computing world?	Multiple Choice Single Answer	Easy	33	-
NFS is compatible with which major operating system?	Multiple Choice Single Answer	Easy	67	-
Sage Accounting manages your whole business cycle with the exception of:	Multiple Choice Single Answer	Easy	100	-
The Dashboard Shows you:	Multiple Choice Single Answer	Easy	100	-
Auto Mapping does not allow you to map descriptions for your:";	Multiple Choice Single Answer	Easy	100	-
This is a unique feature that gives you the ability to view customer and supplier information while processing documents.	Multiple Choice Single Answer	Easy	100	-
The Company Setting Screen has the following options:	Multiple Choice Single Answer	Easy	-	-
The General Settings tab has the following sections:	Multiple Choice Single Answer	Easy	-	-
Your local VAT authority or Company registrar will set up your:";	Multiple Choice Single Answer	Easy	100	-
The following tab, allows you to set the position of your company logo:	Multiple Choice Single Answer	Easy	100	-
When Exporting data, it will take the following format:	Multiple Choice Single Answer	Easy	100	-
The following tab allows you to create notes linked to a specific customer account:	Multiple Choice Single Answer	Easy	100	-
Once you have deleted a Company it is easy to retrieve;it;	Multiple Choice Single Answer	Easy	100	-
When creating a new company, it is Critical to add all of the Company details at the same time;	Multiple Choice Single Answer	Easy	100	-
If you are unsure of your accounting information you can easily provide access to Sage One Accounting;	Multiple Choice Single Answer	Easy	100	-
In Sage One Accounting you can process directly to System Accounts;	Multiple Choice Single Answer	Easy	-	-
One is unable to access the last used company from the Open and Manage Screen	Multiple Choice Single Answer	Easy	100	-
Use the Gear icon to delete the company's data, when	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
it is no longer required;				
Once your account has been set up for customers to pay by Credit Card, the payment will be automatically reconciled;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
When setting up Year-end dates, Bear in mind though that the year-end date and the next year start date must be consecutive dates.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Non-Current liabilities can quickly be exchanged for money and are likely to change in one financial year&nbsp;	Multiple Choice Single Answer	Easy	100	-
The reconciliation process also helps you know the value of the cheques that are not yet in your bank statement so that you can plan your cash flow.&nbsp;	Multiple Choice Single Answer	Easy	100	-
We refer to the input that is done on all definitions as being:	Multiple Choice Single Answer	Easy	100	-
The Person who logs in and processes on Safe One Payroll is called the;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The different screens in Sage One Payroll are called:&nbsp;	Multiple Choice Single Answer	Easy	-	-
The following information is required on the SIGN UP page:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Select the following key to complete the sign-up process:&nbsp;	Multiple Choice Single Answer	Easy	100	-
In order to add an employee, Sage one Payroll initially requires only 4 fields, which option is incorrect:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Sage One Payroll reports can be exported in all of the following formats with the exception of:&nbsp;	Multiple Choice Single Answer	Easy	-	-
The following item is not available in the list of Reports available on&ampnbspSAGE One&ampnbspPayroll&ampnbsp	Multiple Choice Single Answer	Easy	-	-
Input Documents include all of the following except with the exception of:&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Payroll Administrator must have all of the necessary information to process the employee's final payslip.&nbsp;The following item is not of importance:&nbsp;	Multiple Choice Single Answer	Easy	100	-
To change HISTORY, change the company's address details on the Company details view&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Employee Contribution field allows you to enter a value for the % that the employee will contribute.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Adding a&nbsp;Medical Aid&nbsp;to the payslip&nbsp;will be done by adding the Transaction to the payslip itself&nbsp;	Multiple Choice Single Answer	Easy	100	-
When adding an employee, you are not able to add the employee's salary in the Hours and Rates view.&nbsp;	Multiple Choice Single Answer	Easy	100	-
The basic salary line will not default on the payslip screen of monthly cycles&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Payslip Details view will display all the transactions on&ampnbspthe employee's payslip in word format.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The rollover or roll back functions can be performed from&nbsp;two&nbsp;different options. From the main navigation bar, click on Payroll and then select either Rollover to new processing period or Rollback to previous processing period.&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
The Email payslip report can be selected by Department, Payroll or None.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The employee's date of birth is used as the&nbsp;Password,&nbsp;the format is&nbsp;ddmmyyy.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The employee must furnish the employer with Bank statements for Income Tax purposes&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following is an airport in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	60	-
Suggest which of the following aspects of tourism is regarded as the backbone of tourism.	Multiple Choice Single Answer	Easy	80	-
Provide an example of private road transportation in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following is regarded as public transportation in South Africa.&nbsp;&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	80	-
Identify which of the following is a factor that can influence the transportation experience.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which transportation method is mostly used by South African residents.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following is regarded as an advantage of road transportation.	Multiple Choice Single Answer	Easy	75	-
Identify which of the following can be regarded as a disadvantage of road transportation.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which of the following is an advantage of making use of bus transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the disadvantage of bus transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	25	-
Identify the year when the Wright Brothers conducted the first sir flight.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	25	-
Identify which of the following is regarded as a domestic operator in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which of the following is a gateway airport in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the advantage of air transportation in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify a disadvantage of air transportation in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	75	-
Suggest which transportation method is regarded as a symbol of prestige and status.	Multiple Choice Single Answer	Easy	100	-
Identify a characteristics of water transportation in the modern age.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the advantage of water transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which of the following can be regarded as a disadvantage of water transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which cruise liner mostly operates within South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide a reason for the diminishing rail transport operators in South Africa.	Multiple Choice Single Answer	Easy	100	-
Provide an example of the use of rail transportation on a regular basis in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Identify which of the following is regarded as an advantage of rail transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Suggest which of the following is regarded as a disadvantage of rail transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Identify a rail transportation operator in South Africa&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify a method for selecting the best price for transportation in South Africa&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify a website that can be used to conduct a search for the best transportation options in South Africa.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest a reason for needing travel insurance when travelling domestically.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Provide a method for managing your travel arrangements.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	67	-
Suggest which one of the following is a good tip for managing travel arrangements.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The first VR technology was the stereoscope which was created in 1838.&nbsp;	Multiple Choice Single Answer	Easy	82	-
Which company tried to get VR off the ground in the early 1990s?&nbsp;	Multiple Choice Single Answer	Easy	73	-
Which was the first smartphone with VR capabilities?&nbsp;	Multiple Choice Single Answer	Easy	82	-
What was Google's VR headset and dedicated platform called?&nbsp;	Multiple Choice Single Answer	Easy	91	-
Pokemon&nbsp;Go is an example of VR technology&nbsp;	Multiple Choice Single Answer	Easy	82	-
VR technology depends on which human feature?&nbsp;	Multiple Choice Single Answer	Easy	100	-
The“fisheye” lens&nbsp;design produces&nbsp;a 180°&nbsp;panoramic image without needing to move the camera.&nbsp;	Multiple Choice Single Answer	Easy	80	-
Which technology pushed the development of the film industry?&nbsp;	Multiple Choice Single Answer	Easy	60	-
The military always sticks to using tried-and-tested technology&nbsp;	Multiple Choice Single Answer	Easy	53	-
Which of the following&nbsp;uses&nbsp;VR technology?&nbsp;	Multiple Choice Single Answer	Easy	47	-
Augmented Reality is a digital layer masked over real life.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Augmented Reality is a digital layer masked over real life.&nbsp;	Multiple Choice Single Answer	Easy	67	-
Which company has been working with the US military to develop advanced technology?&nbsp;	Multiple Choice Single Answer	Easy	89	-
Military development of AR has been going on since Boeing built the 777.&nbsp;	Multiple Choice Single Answer	Easy	56	-
How many users of AR are expected in 2020?&nbsp;	Multiple Choice Single Answer	Easy	78	-
What are the reasons for consumers not fully embracing VR?&nbsp;	Multiple Choice Single Answer	Easy	85	-
What are the hallmarks of a VR head-mounted display?&nbsp;	Multiple Choice Single Answer	Easy	85	-

Question	Type	Level	% Correct	#Linked Assessments
How did Magic Leap approach AR?&nbsp;	Multiple Choice Single Answer	Easy	54	-
Many people are disappointed that the VR industry has not improved much in the last two decades&nbsp;	Multiple Choice Single Answer	Easy	69	-
Which market is still heavily invested in VR?&nbsp;	Multiple Choice Single Answer	Easy	92	-
Identify a factor that tourists should plan prior to departing on an international trip.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the concept used to describe the value of one currency in relation&nbsp;to&nbsp;another.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify one aspect that influences the exchange rate.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest process should be undergone to gain legal access to a country for tourism purposes	Multiple Choice Single Answer	Easy	100	-
Provide an example of a document that should be included for a successful visa application.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which type of road transportation is most suited for travelling from door to door.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	71	-
Identify the type of transportation you will be making use of you purchased a card preloaded with money for a return ticket.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	71	-
Identify the advantage of making use of bus transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide a disadvantage of Uber as a form of road transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	86	-
Suggest which type of road transportation you will most likely make use of in New York City.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	14	-
Provide an advantage of air transportation for international trips.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which type of flight ticket you will purchase if you were concerned about your travel budget.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide one method for finding the best operator for flights.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	83	-
Suggest which of the following information is not necessary for booking a flight ticket.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Identify an airline operator from the list provided:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the type of transportation that is also known as floating hotels.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which of the following the tourist can expect to pay extra for when on a cruise.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
True or false: cruises offer passengers everything they need while at sea.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify which cruise liner travelling to and from South Africa is the most popular.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest which of the following options will be the best advice for someone who has never been on a cruise before but would like to book a cabin.	Multiple Choice Single Answer	Easy	100	-
Identify the rail committee that operates in 80 countries and strives to provide easy transportation to international tourists.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Identify the advantage of rail transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Provide a disadvantage of rail transportation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest how you will read a train map in New York City.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
True or false: train transportation is often implemented as the only form of transportation at a destination.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following elements you should book&nbsp;first.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Provide a reason for having to book flights first.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Suggest what the term &lsquo;ground transportation&rsquo; means.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Suggest a reason for needing travel insurance.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Identify which of the following companies you will make use of as a provider of travel insurance.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The brief brings the problem into focus, provoking the designer with information on the brand.	Multiple Choice Single Answer	Easy	100	-
The first stage in creating a brief is to analyse the client&rsquo;s goals.	Multiple Choice Single Answer	Easy	100	-
The last stage when creating a client&rsquo;s brief is to establish the budget.	Multiple Choice Single Answer	Easy	100	-
Which one of the following is NOT a benefit of a brief.	Multiple Choice Single Answer	Easy	100	-
The more pages a brief is the better the designers will understand the problem they are faced with.	Multiple Choice Single Answer	Easy	100	-
A brief must be given to the designer by the client.	Multiple Choice Single Answer	Easy	100	-
When writing a brief, never &lsquo;state the obvious&rsquo;.	Multiple Choice Single Answer	Easy	-	-
What is the initial negotiation between a client and a designer is most known a	Multiple Choice Single Answer	Easy	100	-
Which one of the following is not considered to be a role of a designer	Multiple Choice Single Answer	Easy	-	-
A more equal relationship in a project and collaboration on writing the brief will improve the output of the design work	Multiple Choice Single Answer	Easy	100	-
It is always a good idea to create text-focused presentations in order to convey the message more effectively.	Multiple Choice Single Answer	Easy	100	-
How long is the average sales call for a product presentation to clients?	Multiple Choice Single Answer	Easy	100	-
Using design jargon in presentations will convey the message that you are a highly-skilled designer, thus will intrigue your clients in a presentation.	Multiple Choice Single Answer	Easy	100	-
Which one of the following font families is easier to read in presentations?	Multiple Choice Single Answer	Easy	100	-
An agenda is compulsory to have in your presentation.	Multiple Choice Single Answer	Easy	100	-
&nbsp;How long should a medium-fidelity storyboard take?	Multiple Choice Single Answer	Easy	-	-
With regards to the &lsquo;rule of three&rsquo; when presenting an idea, where must the designer&#39;s choice be	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
situated?				
It is not necessary to name all your concepts.	Multiple Choice Single Answer	Easy	100	-
Who used storyboarding first?	Multiple Choice Single Answer	Easy	100	-
Which level do we react to the usability of a product, in a hero scenario of a storyboard?	Multiple Choice Single Answer	Easy	100	-
When was the ‘double diamond’ design methodology coined?	Multiple Choice Single Answer	Easy	100	-
Which one of the following does NOT fall into the first phase (discover) of the ‘double diamond’ design process?	Multiple Choice Single Answer	Easy	100	-
In which stage ends with a clear definition of the problem(s) and a plan for how to address this through a design-led product or service?	Multiple Choice Single Answer	Easy	100	-
Which of the following does not belong in the Develop stage?	Multiple Choice Single Answer	Easy	100	-
Which of the following does not belong in the Deliver stage?	Multiple Choice Single Answer	Easy	100	-
Who designed the first non-conventional round microwave oven?	Multiple Choice Single Answer	Easy	100	-
What does upstream leadership influence in the company to achieve great design?	Multiple Choice Single Answer	Easy	100	-
Design can be treated in isolation from other business processes.	Multiple Choice Single Answer	Easy	100	-
Strong interactions between designers and other functions are achieved by integrating the designers directly into cross-functional development teams.	Multiple Choice Single Answer	Easy	100	-
When a company develops and documents a design process, they tend to use that process as is for many years without changing it.	Multiple Choice Single Answer	Easy	100	-
Alessi has a big team of internal designers all around the world that design products for them continuously as trends change.	Multiple Choice Single Answer	Easy	100	-
What is central to Alessi’s business model?	Multiple Choice Single Answer	Easy	100	-
How many design assistants does Alessi have?	Multiple Choice Single Answer	Easy	-	-
In which decade was Alessi officially founded?	Multiple Choice Single Answer	Easy	100	-
Which Alessi collection contains the ‘sophisticated, experimental and innovative products’; and small scale, limited production items.	Multiple Choice Single Answer	Easy	100	-
How many basic problem-solving strategies are there, as explained by Becker and Zirpoli?	Multiple Choice Single Answer	Easy	100	-
Which strategy is used when applying knowledge, for instance, the general laws of physics, to solve the problem?	Multiple Choice Single Answer	Easy	100	-
Which strategy refers to the attempts to make general concepts from examples by creating a decision-tree-like knowledge structure.	Multiple Choice Single Answer	Easy	100	-
Which problem-solving strategy applies physical experimentation for NPD/product testing?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
&nbsp;Which problem-solving strategy applies virtual experimentation for NPD/product testing?	Multiple Choice Single Answer	Easy	100	-
Which ideation method uses the designer's skills and knowledge to extract creative solutions, these techniques are quite productive, as they generate relevant concepts, attract ideas from a wider array of solvers and mesh cleanly with corporate workflow.	Multiple Choice Single Answer	Easy	-	-
Which one of the following is not a type of constraint?	Multiple Choice Single Answer	Easy	-	-
What does the acronym TRIZ stand for?	Multiple Choice Single Answer	Easy	-	-
Which one of the following is not a benefit of Structured Ideation?	Multiple Choice Single Answer	Easy	-	-
What does the acronym MVP stand for?	Multiple Choice Single Answer	Easy	-	-
Which well-known industrial designer is known as 'Mr Braun'?	Multiple Choice Single Answer	Easy	-	-
Which industrial designer is one of the reasons for the popularity rise of Scandinavian designs?	Multiple Choice Single Answer	Easy	-	-
Who is the Senior Vice President of Design at Apple Inc?	Multiple Choice Single Answer	Easy	-	-
Which famous industrial designer, designed the Juicy Salif for Alessi?	Multiple Choice Single Answer	Easy	-	-
Who is the author of the well-known book titled 'Design of Everyday Things'?	Multiple Choice Single Answer	Easy	-	-
Ancient civilisations built many automated machines.&nbsp;	Multiple Choice Single Answer	Easy	100	-
What does the term 'robot' actually mean?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which science fiction writer coined the term 'robotics'?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Robots can also exist on the molecular level.&nbsp;	Multiple Choice Single Answer	Easy	100	-
What is one of the uses for nanorobots?&nbsp;	Multiple Choice Single Answer	Easy	100	-
In strictly technical terms, what makes a machine smart?&nbsp;	Multiple Choice Single Answer	Easy	50	-
Who is considered to be the world's first computer programmer?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which is a principle form of AI?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Superintelligence is where AI develops modes of thinking and learning which allow it to surpass human intelligence.&nbsp;	Multiple Choice Single Answer	Easy	100	-
What is deep learning?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Why did AI fail in the 1970s?&nbsp;	Multiple Choice Single Answer	Easy	100	-
What is one of the reasons governments fund AI development?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Amazon withdrew AI from its recruitment process due to gender biases.&nbsp;	Multiple Choice Single Answer	Easy	100	-
How would the workplace be negatively affected by the	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
introduction of AI?				
Which professions have already seen the implementation of AI in the workplace?	Multiple Choice Single Answer	Easy	100	-
Social media platforms don't save any data about its users	Multiple Choice Single Answer	Easy	100	-
How do social media platforms use the data it collects?	Multiple Choice Single Answer	Easy	100	-
Social media played a crucial role in which major world event?	Multiple Choice Single Answer	Easy	100	-
In the UK, social media was used to create divisions during the Brexit vote.	Multiple Choice Single Answer	Easy	100	-
What is the main reason social media companies sell consumer data?	Multiple Choice Single Answer	Easy	100	-
What is the biggest disadvantage of conventional electricity?	Multiple Choice Single Answer	Easy	100	-
The demand for cobalt to product battery storage units is at 50%	Multiple Choice Single Answer	Easy	100	-
Which country is the biggest producer of cobalt in the world?	Multiple Choice Single Answer	Easy	100	-
What are the main keys to a future in smart energy?	Multiple Choice Single Answer	Easy	100	-
The smart energy economy has the potential to spawn sustainable industries but users must demands innovation.	Multiple Choice Single Answer	Easy	100	-
More advanced technologies like 5G will require us to use more electricity	Multiple Choice Single Answer	Easy	100	-
The solar flares of 1859 had a devastating effect on:	Multiple Choice Single Answer	Easy	100	-
What is the first rule for electricity grids?	Multiple Choice Single Answer	Easy	100	-
When is the ideal time to store energy?	Multiple Choice Single Answer	Easy	100	-
South Africa is completely reliant on renewable energy.	Multiple Choice Single Answer	Easy	100	-
Elon Musk is heavily invested in battery storage technology in South Australia.	Multiple Choice Single Answer	Easy	100	-
What is the biggest challenge of using renewable energy sources?	Multiple Choice Single Answer	Easy	100	-
What is the disadvantage of having back-up power stored in batteries?	Multiple Choice Single Answer	Easy	100	-
What is still the most effective form of energy storage?	Multiple Choice Single Answer	Easy	100	-
South Africa's infrastructure is not ready for electric vehicles.	Multiple Choice Single Answer	Easy	100	-
Which cities experienced the worst nuclear power station disasters?	Multiple Choice Single Answer	Easy	100	-
South Africa's nuclear power plant is called:	Multiple Choice Single Answer	Easy	100	-
What is the most common type of nuclear unit?	Multiple Choice Single Answer	Easy	100	-
These nuclear systems are always reliable.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Which city in South Africa is the biggest market for installed gas?	Multiple Choice Single Answer	Easy	-	-
What Game engine was acquired by Autodesk?	Multiple Choice Single Answer	Easy	50	-
What is important when moving between 3DsMax Interactive, Revit Live and 3DsMax?	Multiple Choice Single Answer	Easy	100	-
Which game engine developer is focusing on AEC integration with Autodesk?	Multiple Choice Single Answer	Easy	83	-
Why do you need to move through 3DsMax first when exporting from Revit?	Multiple Choice Single Answer	Easy	17	-
Which of these options will retain the BIM information from Revit?	Multiple Choice Single Answer	Easy	67	-
Where do you click to Activate the VR view in VRED?	Multiple Choice Single Answer	Easy	40	-
What scripting language can you use to create VR interaction in VRED?	Multiple Choice Single Answer	Easy	50	-
What would the following parameter change in a material Albedo, flake colour, Diffuse	Multiple Choice Single Answer	Easy	40	-
To add a physical texture to material I would change the following slot	Multiple Choice Single Answer	Easy	30	-
This light effect is used to bring out details in a design render?	Multiple Choice Single Answer	Easy	70	-
The majority of the Enscape options are unavailable when?	Multiple Choice Single Answer	Easy	67	-
To render faster with Enscape you can?	Multiple Choice Single Answer	Easy	50	-
Which movement mode allows you to fly free through the model?	Multiple Choice Single Answer	Easy	33	-
White mode allows you to:	Multiple Choice Single Answer	Easy	100	-
You need to prebake all lighting in the scene to allow for a VR experience with Enscape?	Multiple Choice Single Answer	Easy	83	-
Google Cardboard VR needs to be activated in which settings panel?	Multiple Choice Single Answer	Easy	33	-
Apart from the Google Cardboard SDK, The Google VR SDK allows you to develop for this headset as well?	Multiple Choice Single Answer	Easy	50	-
To centre an object after placing you click the following:	Multiple Choice Single Answer	Easy	50	-
In unity, Up is represented by which axis?	Multiple Choice Single Answer	Easy	100	-
The gyroscope in a phone allows for what type of tracking?	Multiple Choice Single Answer	Easy	83	-
To download the prefabs needed for a Vuforia project you download the following from the Vuforia developer portal?	Multiple Choice Single Answer	Easy	25	-
Which of the following is an Augmented Reality system	Multiple Choice Single Answer	Easy	50	-
A Target in Vuforia is?	Multiple Choice Single Answer	Easy	100	-
Good targets are	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following can be used as a target	Multiple Choice Single Answer	Easy	75	-
Which type of WordPress install is self-hosted?	Multiple Choice Single Answer	Easy	50	-
What is WordPress?	Multiple Choice Single Answer	Easy	-	-
Which relational database does WordPress use?	Multiple Choice Single Answer	Easy	50	-
In which programming language WordPress is written?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is not a WordPress role?	Multiple Choice Single Answer	Easy	-	-
Can you update your own content on the site?	Multiple Choice Single Answer	Easy	100	-
What is the name of the first page you encounter after logging into your web page?	Multiple Choice Single Answer	Easy	50	-
How to secure in our WordPress site?	Multiple Choice Single Answer	Easy	100	-
What is a Plugin?	Multiple Choice Single Answer	Easy	100	-
What is a theme?	Multiple Choice Single Answer	Easy	100	-
To access your administration area, you need to have the URL of your websites and also	Multiple Choice Single Answer	Easy	50	-
Pages are static, they are not listed by date, and they don't use tags or categories.	Multiple Choice Single Answer	Easy	50	-
What is a WordPress Template?	Multiple Choice Single Answer	Easy	100	-
The ___ feature allows you to create a navigation menu of pages, links, categories that are presented to your visitors.	Multiple Choice Single Answer	Easy	100	-
What is a permalink?	Multiple Choice Single Answer	Easy	-	-
Meta tags keywords and description are used to display information about website or page information.	Multiple Choice Single Answer	Easy	100	-
Uploading files and images to my WordPress site they are stored where?	Multiple Choice Single Answer	Easy	50	-
Yoast SEO plugin	Multiple Choice Single Answer	Easy	-	-
Will your WordPress be responsive?	Multiple Choice Single Answer	Easy	100	-
What are the plugins you can use to create a contact form in WordPress?	Multiple Choice Single Answer	Easy	100	-
What is Microsoft Excel?	Multiple Choice Single Answer	Easy	98	-
What are the intersecting blocks where rows and columns meet called?	Multiple Choice Single Answer	Easy	91	-
When is Compatibility Mode invoked?	Multiple Choice Single Answer	Easy	91	-
How do you open Backstage view?	Multiple Choice Single Answer	Easy	80	-
What is the keyboard shortcut to open the Excel Help	Multiple Choice Single Answer	Easy	77	-



Question	Type	Level	% Correct	#Linked Assessments
menu? &ndash;Insert the missing word below: You can find the Office Theme drop-down menu in the&nbsnbsp;&nbsnbsp;&nbsnbsp; &nbsnbsp;&nbsnbsp;&nbsnbsp;&nbsnbsp;&nbsnbsp;category.				
The AutoRecover&nbsnbsp;feature is set to save open files every ____ minutes by default. &ndash; Insert the missing word	Multiple Choice Single Answer	Easy	81	-
What are the default commands on the Quick Access toolbar	Multiple Choice Single Answer	Easy	97	-
True or False - you cannot reset your Quick Access Toolbar once it has been customized	Multiple Choice Single Answer	Easy	84	-
Blockchain can be oversimplified as&hellip;	Multiple Choice Single Answer	Easy	50	-
How is a Blockchain secured?	Multiple Choice Single Answer	Easy	100	-
Is it possible to add a fraudulent block to the chain?	Multiple Choice Single Answer	Easy	50	-
The central principle behind Blockchain is that no single entity owns it, what is this idea called	Multiple Choice Single Answer	Easy	100	-
Because all the blocks in the chain are tied together by cryptographic methods and each computer reports what it detects, many consider&nbsnbsp;Blockchains&nbsnbsp;to be unchangeable. What is the term used for this?	Multiple Choice Single Answer	Easy	50	-
How is Blockchain disrupting the business world?&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
What percentage of Bitcoin mining costs is for electricity consumption?	Multiple Choice Single Answer	Easy	100	-
The electricity&nbsnbsp;draws&nbsnbsp;to add one block to the bitcoin blockchain is equivalent to&hellip;&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
Which country is calling for special higher taxes for cryptocurrency mining?	Multiple Choice Single Answer	Easy	100	-
What are foreign governments starting to use Blockchain technology for?	Multiple Choice Single Answer	Easy	67	-
What is the biggest concern with voting via smartphone?	Multiple Choice Single Answer	Easy	33	-
Blockchain does offer a few advantages as a voting platform, what is the main one?	Multiple Choice Single Answer	Easy	100	-
Which year did Estonia start using electronic solutions for government services?&nbsnbsp;	Multiple Choice Single Answer	Easy	67	-
Estonian citizens have what kind of rights regarding personal data?	Multiple Choice Single Answer	Easy	-	-
In which year did Estonia get hit by a devastating DDOS attack after the local government in the capital city Tallinn moved a Soviet WWII memorial?&nbsnbsp;	Multiple Choice Single Answer	Easy	-	-
Which two scientists contributed to modern biological thinking?&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
During the Fly Room experiment, what was found to control the colour of the flies' eyes?&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
Human &lquo;races&rdquo;&nbsnbsp;are not genetically defined, but socially constructed.&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
What did biologists do to make their field of study earn credibility in the science world?&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-
Which biologist summarised the research uniting evolution and genetics?&nbsnbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
DNA is made up of&nbsp;carbon, hydrogen, nitrogen, and phosphorus.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Who&nbsp;won the Nobel Prize for discovering the structure of DNA?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Which scientist really discovered the double-helix structure of DNA?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Molecular techniques revolutionised the study of evolution. Species were&nbsp;now regrouped by their&nbsp;visible physical features.â€¢ &nbsp;;	Multiple Choice Single Answer	Easy	100	-
Before scientists began working with rDNA, where did humans have to get their insulin from?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Biotech is a process of using living organisms for&nbsp;the&nbsp;welfare of mankind.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
What is the biggest advantage of genome sequencing?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
What is the purpose of stem cell research?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
There are two types of stem cell research:&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Freedom in legislation has led to rapid advances in stem cell research.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
What engineered chemicals do we have&nbsp;today?&nbsp;;	Multiple Choice Single Answer	Easy	50	-
What was the first food to be modified in a lab?	Multiple Choice Single Answer	Easy	100	-
CRISPR offers the ability to edit life cells to switch genes on and off and target, and study particular DNA sequences.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Which disease do scientists hope to cure with CRISPR?&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Genetic modification could one day result in immortal humans&nbsp;;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following companies can be classified as a tourism intermediary.&nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	80	-
Identify the main difference between the distribution process of a manufactured good versus tourism offerings.	Multiple Choice Single Answer	Easy	60	-
Suggest whether the following is true or false: the distribution process for tourism offerings is fixed and cannot be altered as needed.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Provide the benefit of travel intermediaries for tourists.&nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	20	-
Provide a benefit of travel intermediaries for tourism operators.&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Identify the main role of a tour operator.&nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Explain the concept of an inclusive tour.&nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Suggest what a domestic tour operator does.&nbsp;&nbsp;;	Multiple Choice Single Answer	Easy	100	-
Provide an example of an international tour operator.	Multiple Choice Single Answer	Easy	100	-
Suggest which type of tour operator the following operator	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
can be classified as a tour operator who only develops and conducts tours in South Africa.				
Identify a reason for tour operators having brochures.	Multiple Choice Single Answer	Easy	50	-
Identify why the itinerary is provided in the brochure.	Multiple Choice Single Answer	Easy	100	-
Suggest how a travel agent can make use of the tour operator's brochure.	Multiple Choice Single Answer	Easy	50	-
Suggest which type of tour operator will develop the tour and guide tourists throughout the tour.	Multiple Choice Single Answer	Easy	100	-
Identify the type of tour operator that will develop the tour but not accompany the tourist on the trip	Multiple Choice Single Answer	Easy	50	-
Identify the primary function of a travel agent.	Multiple Choice Single Answer	Easy	50	-
Suggest which of the following is a characteristic of travel agents.	Multiple Choice Single Answer	Easy	25	-
Identify which type of travel agent the following can be classified as a travel agent that forms part of a franchise and is situated on the main road.	Multiple Choice Single Answer	Easy	100	-
Identify which type of travel agent the following can be classified as a travel agent that is privately owned and relatively small.	Multiple Choice Single Answer	Easy	75	-
Identify which type of travel agent the following can be classified as a travel agent that does not specialize in a type of tourism offering but provides services from business to leisure.	Multiple Choice Single Answer	Easy	75	-
The abbreviation VAT stands for Value added Tax;	Multiple Choice Single Answer	Easy	100	-
What is the current VAT% in South Africa?	Multiple Choice Single Answer	Easy	100	-
Taxation is the process of a government claiming money from the general population for the purpose of using that money to run the country.	Multiple Choice Single Answer	Easy	100	-
When a firm employs personnel, tax is deducted from the employee's salaries. This is known as tax.	Multiple Choice Single Answer	Easy	50	-
Taxes can also be used to push consumers away from goods or services that are deemed harmful.	Multiple Choice Single Answer	Easy	100	-
An indirect tax is collected by one entity in the supply chain and is ultimately paid by the government.	Multiple Choice Single Answer	Easy	50	-
Identify what is not a characteristic of VAT.	Multiple Choice Single Answer	Easy	100	-
The time of supply can be defined as the earliest of the following event/s:	Multiple Choice Single Answer	Easy	100	-
Property tax is an example of indirect tax.	Multiple Choice Single Answer	Easy	100	-
The South African Revenue Services (SARS) is the government agency that:	Multiple Choice Single Answer	Easy	100	-
In addition to collecting VAT from consumers, the vendor also pays VAT to suppliers.	Multiple Choice Single Answer	Easy	100	-
Vendors are required to ensure that:	Multiple Choice Single Answer	Easy	100	-
The South African Revenue Services (SARS) is the	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
government agency that:&nbsp;				
The VAT collected from customers is called&nbsp;INPUT VAT;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Taxation is the process of a government claiming money from the general population for the purpose of using that money to run the country;&nbsp;	Multiple Choice Single Answer	Easy	100	-
A&nbsp;_____&nbsp;is the document submitted to SARS with both input VAT and Output VAT amounts shown:&nbsp;	Multiple Choice Single Answer	Easy	100	-
For payments under fifty-rand, a vendor does not need a tax invoice;&nbsp;	Multiple Choice Single Answer	Easy	50	-
VAT is regulated by the Value Added Tax Act and The Tax Administration Act or (TA) ACT as it is commonly referred to;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The vendor is required to pay the difference between the OUTPUT VAT and INPUT VAT to SARS	Multiple Choice Single Answer	Easy	100	-
The VAT Act provides that input tax is denied on certain expenses even if the expenses are incurred in the course of conducting an enterprise;&nbsp;and include:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The VAT ACT defines an enterprise as any activity carried on continuously or regularly by any person in South Africa or partly in South Africa, resulting in income being earned from the supply of goods or services to another person whether for profit or not.&nbsp;	Multiple Choice Single Answer	Easy	100	-
You will be deemed not to be carrying an enterprise if you carry the following activity:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Commissioner may refuse a voluntary registration application if;&nbsp;the applicant:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Compulsory VAT registration is required if the supplies exceed&nbsp;two-million-rand in any consecutive period of twelve-months;&nbsp;	Multiple Choice Single Answer	Easy	50	-
The criteria to register voluntarily is that he must be carrying on an enterprise, and the value of taxable supplies made has exceeded the minimum threshold of fifty-thousand-rand in the past twelve-month period;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which&nbs;document/s&nbs;is/are&nbs;required to complete the&nbs;tax&nbs;registration process?&nbs;	Multiple Choice Single Answer	Easy	100	-
The new VAT registration on the eFiling website is simple, fast and free;&nbsp;	Multiple Choice Single Answer	Easy	100	-
A&nbsp;VAT number&nbsp;is a unique 10-digit number that starts with the number&nbs;1;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The vendor is required to pay the difference between the OUTPUT VAT and INPUT VAT to SARS;&nbsp;	Multiple Choice Single Answer	Easy	100	-
When determining taxable supplies,&nbs;do not&nbs;include the following:&nbsp;	Multiple Choice Single Answer	Easy	-	-
A vendor is required to submit VAT returns and make payments of the VAT liabilities (or claim a VAT refund) in accordance with the tax period allocated to the vendor.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Under this category, a vendor is required to submit one return for every two calendar months, ending on the last day of January, March, May, July, September and November:&nbsp;	Multiple Choice Single Answer	Easy	100	-
SARS has approved the following categories of fixed cut-off dates subject to the ten-day rule:&nbsp;	Multiple Choice Single Answer	Easy	100	-
The VAT returns and payments are normally submitted/made on or before the&nbs;30th day after the end of the tax	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
period;&nbsp;				
Under&nbsp;Category&nbsp;E, a vendor is required to submit one return for every twelve months, ending on the last day of the vendor&rsquo;s year of assessment;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Input VAT may be deducted even when payment has not been made to the suppliers.&nbsp;The advantage/s&nbsp;of using this method&nbsp;is/are:&nbsp;	Multiple Choice Single Answer	Easy	50	-
Invoice basis is when VAT is accounted for on the issuing of an invoice when the sale is made whereas cash basis is when the VAT is accounted for when the cash is received from the debtor;&nbsp;	Multiple Choice Single Answer	Easy	100	-
&nbs;The South African VAT system requires vendors to account for VAT on a&nbs;payment&nbs;basis.&nbs;	Multiple Choice Single Answer	Easy	50	-
The time of supply is important for VAT purposes as it determines when the vendor must account for VAT;&nbsp;	Multiple Choice Single Answer	Easy	50	-
Lentils and maize are examples of:&nbs;	Multiple Choice Single Answer	Easy	100	-
If there is no tax payable in the period, a NIL return must still be submitted to SARS.&nbsp;	Multiple Choice Single Answer	Easy	100	-
If the vendor makes a mistake on the return,&nbs; SARS allows the vendor to submit an amended return:&nbs;	Multiple Choice Single Answer	Easy	100	-
When a vendor is entitled to a VAT refund, SARS is required to pay that VAT refund within 21 business days of receiving the correctly completed VAT return in respect of that VAT refund (where input tax exceeds output tax):&nbs;	Multiple Choice Single Answer	Easy	100	-
If payment is made via EFT or at the bank, the VAT201 must be completed and sent to SARS for capturing;&nbs;	Multiple Choice Single Answer	Easy	100	-
The credit pull&nbs;refers to payment transactions that are initiated on eFiling and presented to the vendor&rsquo;s bank as a payment request, pending authorisation;&nbs;	Multiple Choice Single Answer	Easy	100	-
The following must be reflected on a tax invoice for it to be considered valid:&nbs;	Multiple Choice Single Answer	Easy	100	-
All electronic invoices must be kept in a readable and encrypted form for&nbs;seven&nbs;years from the date of the supply;&nbs;	Multiple Choice Single Answer	Easy	50	-
A percentage-based penalty is imposed when a vendor does not comply with a legally required obligation.&nbs;	Multiple Choice Single Answer	Easy	100	-
The rules regarding penalties and interest are dealt with in the Tax Administration Act;&nbs;	Multiple Choice Single Answer	Easy	100	-
The various behaviours will indicate the extent of the penalty that might be imposed.&nbs; Once the behaviour has been determined, SARS must determine whether:&nbs;	Multiple Choice Single Answer	Easy	100	-
The last time humans were on the moon was in 2005.&nbs;	Multiple Choice Single Answer	Easy	100	-
Which country&nbs;built the first permanently manned space station?&nbs;	Multiple Choice Single Answer	Easy	100	-
Who were the first people to walk on the moon?&nbs;	Multiple Choice Single Answer	Easy	100	-
How many countries have the technology&nbs;needed&nbs;to land on the moon?&nbs;	Multiple Choice Single Answer	Easy	-	-
Which company launched a car into space?&nbs;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
What is the name of the imaginary line, outside the Earth, that marks the beginning of space?;	Multiple Choice Single Answer	Easy	100	-
NASA now grants contracts for space travel to private companies.;	Multiple Choice Single Answer	Easy	50	-
Elon Musk and SpaceX aim to:;	Multiple Choice Single Answer	Easy	-	-
Blue Origin and Virgin Galactic are two other companies competing against SpaceX in the modern space race.;	Multiple Choice Single Answer	Easy	100	-
What is the biggest problem with the proposed space elevator?;	Multiple Choice Single Answer	Easy	100	-
Exoplanets exist within our solar system but are too small to have an impact on the gravitational field.;	Multiple Choice Single Answer	Easy	100	-
How many exoplanets have scientists discovered?;	Multiple Choice Single Answer	Easy	100	-
Which planet has suitable conditions to sustain life as we know it?;	Multiple Choice Single Answer	Easy	100	-
Several independent scientific sources seem to agree that water once flowed freely on Mars.;	Multiple Choice Single Answer	Easy	100	-
What type of common mineral has been found on Mars?;	Multiple Choice Single Answer	Easy	100	-
Stellenbosch University was a pioneer of;the;tiny;cube;satellites that many space missions use today.;	Multiple Choice Single Answer	Easy	50	-
The nSight1 has an advanced camera system and can capture:;	Multiple Choice Single Answer	Easy	100	-
The Space Advisory Company;holds the unusual record of building the SA technology to have travelled furthest into space.;	Multiple Choice Single Answer	Easy	100	-
South Africa is home to the world's;biggest radio telescope. What is phase one called?;	Multiple Choice Single Answer	Easy	100	-
What will the telescope be able to do?;	Multiple Choice Single Answer	Easy	50	-
Which toolbar;gives you quick access to frequently used commands?	Multiple Choice Single Answer	Easy	79	-
Which Microsoft Word feature will automatically correct certain text as you type?	Multiple Choice Single Answer	Easy	87	-
What options are available when performing a help search with Tell Me?	Multiple Choice Single Answer	Easy	46	-
What is the command sequence to show or hide formatting marks?	Multiple Choice Single Answer	Easy	46	-
What is the keyboard shortcut to open the Print category of Backstage view?	Multiple Choice Single Answer	Easy	64	-
When searching in the Find and Replace dialogue, what does the "wildcard" represent?	Multiple Choice Single Answer	Easy	48	-
List three ways to open the Find and Replace dialogue	Multiple Choice Single Answer	Easy	57	-
What is the keyboard shortcut for the Cut command?	Multiple Choice Single Answer	Easy	68	-
What is the opposite of the Undo command?	Multiple Choice Single Answer	Easy	94	-
What is the command sequence to show or hide the Navigation pane?	Multiple Choice Single Answer	Easy	72	-

Question	Type	Level	% Correct	#Linked Assessments
Which group on the Home tab contains most font formatting commands?	Multiple Choice Single Answer	Easy	74	-
Which tool allows you to analyze the text around the location of the cursor?	Multiple Choice Single Answer	Easy	15	-
What is the command sequence to show or hide the ruler?	Multiple Choice Single Answer	Easy	81	-
What is the shortcut to open the Find and Replace dialogue box to the Replace tab?	Multiple Choice Single Answer	Easy	68	-
Which tabs contain the Line and Paragraph Spacing command?	Multiple Choice Single Answer	Easy	84	-
Which two contextual tabs are available when working with tables?	Multiple Choice Single Answer	Easy	100	-
What are the horizontal components of tables properly referred to as?	Multiple Choice Single Answer	Easy	67	-
Which keyboard shortcut allows you to move to the last column of a table?	Multiple Choice Single Answer	Easy	83	-
List two ways to insert a row into a table	Multiple Choice Single Answer	Easy	67	-
Which dialogue box contains many settings for tables?	Multiple Choice Single Answer	Easy	75	-
What is the command sequence to sort a paragraph of text?	Multiple Choice Single Answer	Easy	75	-
What tab contains commands to create and manage all types of lists?	Multiple Choice Single Answer	Easy	75	-
What is the keyboard shortcut to promote a list item?	Multiple Choice Single Answer	Easy	50	-
How do you customize the starting value of a numbered list?	Multiple Choice Single Answer	Easy	33	-
How many levels of sorting does Microsoft Word support?	Multiple Choice Single Answer	Easy	67	-
Name one font that only consists of symbols?	Multiple Choice Single Answer	Easy	91	-
What should you be aware of when inserting online images into a document?	Multiple Choice Single Answer	Easy	76	-
What is SmartArt?	Multiple Choice Single Answer	Easy	53	-
Which tab contains commands to add symbols and illustrations to your document?	Multiple Choice Single Answer	Easy	95	-
List two locations that online images can be inserted from	Multiple Choice Single Answer	Easy	47	-
Which two categories in the Word Options dialogue box are similar in look and function?	Multiple Choice Single Answer	Easy	43	-
You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?	Multiple Choice Single Answer	Easy	33	-
Which category of the Word Options dialogue box controls AutoRecover options?	Multiple Choice Single Answer	Easy	47	-
How do you recover an unsaved document?	Multiple Choice Single Answer	Easy	42	-
What are the two available orientation options for a Microsoft Word document?	Multiple Choice Single Answer	Easy	93	-
Which two categories in the Word Options dialogue box are	Multiple Choice Single Answer	Easy	68	-

Question	Type	Level	% Correct	#Linked Assessments
similar in look and function?				
You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?	Multiple Choice Single Answer	Easy	59	-
Which category of the Word Options dialogue box controls AutoRecover options?	Multiple Choice Single Answer	Easy	64	-
How do you recover an unsaved document?	Multiple Choice Single Answer	Easy	54	-
What part of the Microsoft Word interface will show you a quick word and page count of the current document?	Multiple Choice Single Answer	Easy	71	-
Which two categories in the Word Options dialogue box are similar in look and function?	Multiple Choice Single Answer	Easy	-	-
You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?	Multiple Choice Single Answer	Easy	-	-
Which category of the Word Options dialogue box controls AutoRecover options?	Multiple Choice Single Answer	Easy	-	-
How do you recover an unsaved document?	Multiple Choice Single Answer	Easy	-	-
Which tab of the AutoCorrect dialogue box allows you to manage how Word recognizes elements like dates and contacts?	Multiple Choice Single Answer	Easy	-	-
What part of the Microsoft Word interface will show you a quick word and page count of the current document?	Multiple Choice Single Answer	Easy	58	-
Which two categories in the Word Options dialogue box are similar in look and function?	Multiple Choice Single Answer	Easy	54	-
You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?	Multiple Choice Single Answer	Easy	56	-
Which category of the Word Options dialogue box controls AutoRecover options?	Multiple Choice Single Answer	Easy	65	-
How do you recover an unsaved document?	Multiple Choice Single Answer	Easy	54	-
How do you customize the status bar?	Multiple Choice Single Answer	Easy	72	-
What is the shortcut key to open PowerPoint Help?	Multiple Choice Single Answer	Easy	77	-
What element of the PowerPoint interface is automatically shown when you start the program?	Multiple Choice Single Answer	Easy	79	-
List one way to show or hide the Notes pane.	Multiple Choice Single Answer	Easy	79	-
What types of tabs are shown for special objects, like images or tables?	Multiple Choice Single Answer	Easy	64	-
How do you change the layout of an existing slide?	Multiple Choice Single Answer	Easy	68	-
What is the shortcut to duplicate a slide or object?	Multiple Choice Single Answer	Easy	65	-
Which three theme components can be customized?	Multiple Choice Single Answer	Easy	76	-
Which tab contains the command to change a slide's size?	Multiple Choice Single Answer	Easy	88	-
In the Presenter view, what does your audience see when you are using the Slide Navigator?	Multiple Choice Single Answer	Easy	68	-
What is the command sequence to create a new WordArt	Multiple Choice Single Answer	Easy	94	-

Question	Type	Level	% Correct	#Linked Assessments
graphic?				
What is the shortcut key for running a slide show?	Multiple Choice Single Answer	Easy	94	-
What is the easiest way to open the Format Shape task pane?	Multiple Choice Single Answer	Easy	79	-
What is the command sequence to open the Replace Fonts dialogue box?	Multiple Choice Single Answer	Easy	71	-
From which tab can you access comments within slide?	Multiple Choice Single Answer	Easy	21	-
Describe the Union shape merge feature.	Multiple Choice Single Answer	Easy	63	-
Which tab contains the command to convert images to a SmartArt diagram?	Multiple Choice Single Answer	Easy	42	-
What is the difference between the Screenshot tool and the Screen Recording tool?	Multiple Choice Single Answer	Easy	87	-
What commands are available on the mini toolbar for shapes?	Multiple Choice Single Answer	Easy	68	-
Which tabs contain the Shapes gallery, which allows you to create a shape?	Multiple Choice Single Answer	Easy	68	-
You have applied a fill to an image but the colour is not being displayed. What could be wrong?	Multiple Choice Single Answer	Easy	36	-
Which of the following Tabs provides access to the Group command?	Multiple Choice Single Answer	Easy	52	-
What feature is the Animation Painter similar to?	Multiple Choice Single Answer	Easy	86	-
Which tab controls the display of guides and gridlines?	Multiple Choice Single Answer	Easy	88	-
What does the circular arrow handle at the top of an image do?	Multiple Choice Single Answer	Easy	24	-
What are the horizontal elements of tables called?	Multiple Choice Single Answer	Easy	84	-
Where is the Merge Cells command located?	Multiple Choice Single Answer	Easy	59	-
How do you view all styles in the Table Styles gallery?	Multiple Choice Single Answer	Easy	68	-
What is the difference between a linked and embedded object?	Multiple Choice Single Answer	Easy	43	-
Which aspects of borders can be modified?	Multiple Choice Single Answer	Easy	86	-
Which Quick Chart command allows you to modify the colour scheme of a chart?	Multiple Choice Single Answer	Easy	73	-
What contextual tabs are available when working with charts?	Multiple Choice Single Answer	Easy	85	-
You have a lot of data in a PowerPoint chart. You would like to edit this data in Excel. What is the best way to do this?	Multiple Choice Single Answer	Easy	45	-
You have created a line chart, but you would like to change it to a combination of several chart types. How can you do this?	Multiple Choice Single Answer	Easy	63	-
Which category of the Format Chart Area task pane allows you to specify the chart's position on the slide?	Multiple Choice Single Answer	Easy	57	-
Where is the Smart Lookup command located?	Multiple Choice Single Answer	Easy	70	-

Question	Type	Level	% Correct	#Linked Assessments
What types of sounds can you customize a transition with?	Multiple Choice Single Answer	Easy	82	-
What categories of items might you see in the Accessibility Checker?	Multiple Choice Single Answer	Easy	79	-
What is the command sequence to save a presentation as a PDF?	Multiple Choice Single Answer	Easy	94	-
How do you print an outline of a presentation?	Multiple Choice Single Answer	Easy	55	-
What is the line type used when creating objects that are in an alternate position?	Multiple Choice Single Answer	Easy	38	-
Where is the title block position on the page?	Multiple Choice Single Answer	Easy	98	-
What size should your text be in for writing in the dimensions?	Multiple Choice Single Answer	Easy	50	-
The dimensions that you create should ways be readable from Right to left?	Multiple Choice Single Answer	Easy	63	-
Does one have to create a title block for every single drawing?	Multiple Choice Single Answer	Easy	81	-
What is the average size of piece of paper that one would usually use?	Multiple Choice Single Answer	Easy	91	-
What kind of drawing instrument is used to measure angles?	Multiple Choice Single Answer	Easy	76	-
What is the typical thickness for clutch pencils?	Multiple Choice Single Answer	Easy	41	-
When you are creating a drawing and you scale an object down this is what we would call a reduced scale?	Multiple Choice Single Answer	Easy	87	-
The shortest length on your set squares should be at least 150 mm	Multiple Choice Single Answer	Easy	76	-
What is a bisected line?	Multiple Choice Single Answer	Easy	33	-
What does it mean for two lines to be parallel to one another?	Multiple Choice Single Answer	Easy	85	-
A circle can be created on any 3 given points?	Multiple Choice Single Answer	Easy	90	-
An ellipse can only be created with a compass?	Multiple Choice Single Answer	Easy	62	-
What is the name for a corner with an arc?	Multiple Choice Single Answer	Easy	97	-
The scale 1:2 is bigger than scale 1:1.5?	Multiple Choice Single Answer	Easy	67	-
In which corner does the First Angle Projection have the Isometric view?	Multiple Choice Single Answer	Easy	33	-
In which corner does the Third Angle Projection have the Top View?	Multiple Choice Single Answer	Easy	-	-
Not all drawings require a title block only part drawings?	Multiple Choice Single Answer	Easy	83	-
When creating orthographic views, it is not necessary to create the Views with projection and construction lines.	Multiple Choice Single Answer	Easy	67	-
When doing freehand sketching you draw in a continuous movement	Multiple Choice Single Answer	Easy	86	-
All vertical and horizontal lines drawn in the isometric view	Multiple Choice Single Answer	Easy	76	-

Question	Type	Level	% Correct	#Linked Assessments
are parallel to the isometric baselines?				
Circles drawn in the isometric view will appear elliptical	Multiple Choice Single Answer	Easy	82	-
When drawing isometric baselines, one is drawn at 90 degrees, and two lines at 45 degrees, one on the right and one on the left.	Multiple Choice Single Answer	Easy	64	-
When creating isometric drawings, you must use a method called foreshortening to compensate for distortion of the objects due to the type of projection?	Multiple Choice Single Answer	Easy	58	-
With orthographic projection, all the views must align with one another and must be able to produce missing views.	Multiple Choice Single Answer	Easy	96	-
The line drawn at 45 degrees from the drawing in the blank space to produce missing views is called a miter	Multiple Choice Single Answer	Easy	63	-
Development is the flattened shape of a 3D object, is typically used for sheet metal work.	Multiple Choice Single Answer	Easy	93	-
When drawing Orthographic views you should use projection lines?	Multiple Choice Single Answer	Easy	96	-
An oblique drawing has one true view	Multiple Choice Single Answer	Easy	63	-
When cutting an object, hatch lines in a hole must be drawn at a different angles.	Multiple Choice Single Answer	Easy	66	-
When we section through objects, hidden lines are shown	Multiple Choice Single Answer	Easy	43	-
When drawing a section, only the solid parts get hatched	Multiple Choice Single Answer	Easy	69	-
When creating hatches one can distinguish the various materials in that hatch based on the pattern of the hatch.	Multiple Choice Single Answer	Easy	74	-
Section views are always done in orthographic views	Multiple Choice Single Answer	Easy	80	-
When you create holes, they need to be marked with the M symbol and that stands for the fact that the hole is in mm.	Multiple Choice Single Answer	Easy	55	-
The direction of the section lines is important when drawing in section planes?	Multiple Choice Single Answer	Easy	86	-
When creating weld drawings, it is important to also create a Weld _____	Multiple Choice Single Answer	Easy	91	-
When drawing lots of springs, you must show them in full detail?	Multiple Choice Single Answer	Easy	82	-
What is the most common bolt type?	Multiple Choice Single Answer	Easy	100	-
A drawing showing the position of each part with respect to each other is called...	Multiple Choice Single Answer	Easy	90	-
Exploded drawing is the drawing which gives the _____ of each component of an assembly and they are arranged in the same sequence in which they are assembled.	Multiple Choice Single Answer	Easy	34	-
Long sections that cannot be fit on the drawing sheet are called?	Multiple Choice Single Answer	Easy	41	-
Whatever material is cut by the cutting plane, should be?	Multiple Choice Single Answer	Easy	7	-
The hatching line should be inclined at an angle	Multiple Choice Single Answer	Easy	90	-

Question	Type	Level	% Correct	#Linked Assessments
What is the first thing that you will do when sketching a square?	Multiple Choice Single Answer	Easy	81	-
There is only one method to sketch a circle	Multiple Choice Single Answer	Easy	93	-
When drawing a circumscribed hexagon, you start by drawing the circle using the square method	Multiple Choice Single Answer	Easy	84	-
A curved figure is also called a:	Multiple Choice Single Answer	Easy	86	-
How many views can you see when viewing an isometric drawing?	Multiple Choice Single Answer	Easy	76	-
What is the quickest way to open an image	Multiple Choice Single Answer	Easy	89	-
The Options Bar is an important bar because	Multiple Choice Single Answer	Easy	87	-
What does the Hand tool do?	Multiple Choice Single Answer	Easy	97	-
The History panel displays what information?	Multiple Choice Single Answer	Easy	93	-
What is the default Photoshop file extension?	Multiple Choice Single Answer	Easy	-	-
When you select Image>Image Size what happens?	Multiple Choice Single Answer	Easy	78	-
What does image resolution mean in Photoshop?	Multiple Choice Single Answer	Easy	95	-
How do you avoid&nbsp;deleting&nbsp;cropped pixels when using the Crop tool?	Multiple Choice Single Answer	Easy	89	-
In the Canvas size pop-up box, what does the Relative function do?&nbsp;	Multiple Choice Single Answer	Easy	77	-
How can you set a canvas to extend in specific directions only?	Multiple Choice Single Answer	Easy	86	-
What is a layer's main function?&nbsp;	Multiple Choice Single Answer	Easy	94	-
&nbsp;How do you create a New layer?	Multiple Choice Single Answer	Easy	98	-
What does Edit> Free Transform do?&nbsp;	Multiple Choice Single Answer	Easy	6	-
How do you add an image into a design?	Multiple Choice Single Answer	Easy	90	-
What makes a background layer different to other layers?	Multiple Choice Single Answer	Easy	68	-
What can't you do when adjusting Brightness and Contrast using the Image>Adjustments menu?	Multiple Choice Single Answer	Easy	68	-
What does Vibrance refer to?	Multiple Choice Single Answer	Easy	81	-
What slider in the Hue Saturation adjustment changes the actual colour of the image?	Multiple Choice Single Answer	Easy	86	-
How is an Adjustment Layer different to using the Image>Adjustments?	Multiple Choice Single Answer	Easy	84	-
&nbsp;Once a selection is made, how do you deselect it?&nbsp;	Multiple Choice Single Answer	Easy	90	-
The Quick Selection tool creates selections when you?	Multiple Choice Single Answer	Easy	83	-

Question	Type	Level	% Correct	#Linked Assessments
To fine-tune a selection you use?	Multiple Choice Single Answer	Easy	72	-
&nbsp;The Spot Healing brush is used to	Multiple Choice Single Answer	Easy	97	-
What tool copies areas and paints them elsewhere?	Multiple Choice Single Answer	Easy	97	-
The content aware function uses an unwanted objects&rsquo; _____ to fill in the space when it&rsquo;s deleted.	Multiple Choice Single Answer	Easy	100	-
Which one&nbsp;is&nbsp;not a valid Brush option?&nbsp;	Multiple Choice Single Answer	Easy	90	-
How do you set the Foreground and Background colours to the default Black and White?	Multiple Choice Single Answer	Easy	78	-
What panel contains small squares of colour to choose from?	Multiple Choice Single Answer	Easy	89	-
What is the best way to have a layer interact with the&nbsp;layers&nbsp;underneath?&nbsp;	Multiple Choice Single Answer	Easy	59	-
How can you hide portions of a layer that has a layer mask?	Multiple Choice Single Answer	Easy	85	-
The Layer Mask icon is situated&hellip;	Multiple Choice Single Answer	Easy	89	-
How can you add more than one Filter Effect to an image?	Multiple Choice Single Answer	Easy	52	-
What is the main difference between the Filter Gallery and a Smart Filter?&nbsp;	Multiple Choice Single Answer	Easy	82	-
State True or False to the following statement: Being a freelancer means you are permanently employed by various agencies and companies.	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: You have to file your own tax returns if you are a freelancer from the income you accumulated through your own work?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: You can score additional tax benefits when you are a freelancer, as opposed to being employed?	Multiple Choice Single Answer	Easy	100	-
Which one is not a benefit that you will receive when freelancing?	Multiple Choice Single Answer	Easy	75	-
State True or False to the following statement: Filling in all your personal information on a job application will increase your chances of getting the job?	Multiple Choice Single Answer	Easy	50	-
What is the best way to find new potential clients?	Multiple Choice Single Answer	Easy	50	-
Do you need to register with Autodesk to be able to download a copy of Maya?&nbsp;	Multiple Choice Single Answer	Easy	94	-
When downloading Maya what do you need to take note of?	Multiple Choice Single Answer	Easy	40	-
What are the three systems that are installed on your machine when you install Maya?&nbsp;	Multiple Choice Single Answer	Easy	49	-
How many zones are within the Hotbox menu?&nbsp;	Multiple Choice Single Answer	Easy	51	-
How many&nbsp;Predefined workspace are given too you in Maya?&nbsp;	Multiple Choice Single Answer	Easy	31	-
Which workspace gives you the most screen real	Multiple Choice Single Answer	Easy	85	-

Question	Type	Level	% Correct	#Linked Assessments
estate?&nbsp;				
Which zone in the hotbox can you use to jump between Maya cameras?&nbsp;	Multiple Choice Single Answer	Easy	74	-
How do I reset Maya to a default state?&nbsp;	Multiple Choice Single Answer	Easy	52	-
What is the shortcut key used to jump between different viewport layouts within Maya?&nbsp;	Multiple Choice Single Answer	Easy	87	-
Which of the above&nbsp;primitives is a Torus?&nbsp;	Multiple Choice Single Answer	Easy	99	-
Which&nbsp;gizmo above&nbsp;is use for translation?&nbsp; A. sp;	Multiple Choice Single Answer	Easy	42	-
In which folder in a Maya project does Maya&nbsp;save you *.ma&nbsp;files?	Multiple Choice Single Answer	Easy	85	-
State True or False to the following statement: You should do a lot of free sample work in order to get more jobs/clients?	Multiple Choice Single Answer	Easy	75	-
State True or False to the following statement: Paying an application fee for a job will ensure that you get the position?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: You should always respond to an email immediately after receiving it from your client, even if it is on the weekend.	Multiple Choice Single Answer	Easy	75	-
Which one of the following is best for creating a recurring revenue?	Multiple Choice Single Answer	Easy	50	-
State True or False to the following statement: You should know your limits and not always say yes to an offer?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: You must never acknowledge your success as that can lead you to be â€egotistical, making you blind to your mistakes.	Multiple Choice Single Answer	Easy	67	-
Which one of the following is a good characteristic that a freelancer must have?	Multiple Choice Single Answer	Easy	67	-
State True or False to the following statement: You must set unreasonable expectations for yourself in order to be a successful freelancer?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: You cannot charge a delay fee for your clients if they missed content deadlines?	Multiple Choice Single Answer	Easy	67	-
State True or False to the following statement: Mentoring keeps your career fresh and up to date with the technological advancements in the industry.	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: It is considered inappropriate to ask clients for testimonials, they have to give it themselves if they want to.	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Bartering is a great way to connect to your community and build relationships with other creatives.	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Having a written agreement when subcontracting is not crucial?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Never refer clients to other freelancers when you have too much work and are not able to do the job yourself.	Multiple Choice Single Answer	Easy	50	-
State True or False to the following statement: Work is a social activity and isolation can negatively influence your job performance?	Multiple Choice Single Answer	Easy	50	-
State True or False to the following statement: You can rent a	Multiple Choice Single Answer	Easy	75	-

Question	Type	Level	% Correct	#Linked Assessments
coworking space for only an hour, with no permanent contract.				
Which one of the following is not true of coworking spaces:	Multiple Choice Single Answer	Easy	75	-
According to Officevibe what percentage of freelancers were more productive in coworking spaces?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Challenging yourself will prevent work from getting monotonous?	Multiple Choice Single Answer	Easy	100	-
What does the abbreviation SAFREA mean?	Multiple Choice Single Answer	Easy	88	-
Which one of the following local freelancing platforms is mostly for students and graduates?	Multiple Choice Single Answer	Easy	25	-
Which one of the following platforms is South African based?	Multiple Choice Single Answer	Easy	63	-
Which one of the following is considered to be the largest freelancing platform?	Multiple Choice Single Answer	Easy	38	-
When was Fiverr founded?	Multiple Choice Single Answer	Easy	50	-
&nbsp;State True or False to the following statement: It is easier to calculate when charging per hour as per project?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Project-based rates, instead of hourly rates are better for new freelancers?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Do not commit to a project without having a written agreement about the terms of payment?	Multiple Choice Single Answer	Easy	100	-
When is it mandatory to register for VAT in South Africa, if you earn more than?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is not true about claiming VAT?	Multiple Choice Single Answer	Easy	50	-
State True or False to the following statement: Having a strong online presence can create a more professional and reputable business for yourself.	Multiple Choice Single Answer	Easy	100	-
What does SEO stand for?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Cross-platform marketing will not boost your engagement?	Multiple Choice Single Answer	Easy	67	-
State True or False to the following statement: You have to tailor and diversify your content to fit each platform.	Multiple Choice Single Answer	Easy	67	-
State True or False to the following statement: Which website builder is specifically aimed for creatives?	Multiple Choice Single Answer	Easy	67	-
Who is the host for The Accidental Creative podcast?	Multiple Choice Single Answer	Easy	33	-
Which one of the following upgraded project management tools is free?	Multiple Choice Single Answer	Easy	33	-
Which one of the following accounting software is free?	Multiple Choice Single Answer	Easy	-	-
What is the main function of the TeuxDeux application?	Multiple Choice Single Answer	Easy	67	-
What is the main function of the Shake application?	Multiple Choice Single Answer	Easy	67	-
What percentage of freelancers are women in South Africa?	Multiple Choice Single Answer	Easy	67	-

Question	Type	Level	% Correct	#Linked Assessments
What percentage of freelancers holds a postgraduate degree?	Multiple Choice Single Answer	Easy	33	-
In which province can the highest number of media freelancers be found?	Multiple Choice Single Answer	Easy	33	-
State True or False to the following statement: Only display the final concept/finished product in your portfolio?	Multiple Choice Single Answer	Easy	100	-
State True or False to the following statement: Show all the projects you have done in your portfolio?	Multiple Choice Single Answer	Easy	67	-
The project charter:&nbsp;	Multiple Choice Single Answer	Easy	66	-
All of the following happen to be in the Initiating Process group except;&nbsp;	Multiple Choice Single Answer	Easy	33	-
Verify scope is what part of the process group&nbsp;	Multiple Choice Single Answer	Easy	34	-
Which of the following is not part of the planning process?&nbsp;	Multiple Choice Single Answer	Easy	68	-
The team has completed all design work and is ready to start creating a product. What process group are you in?&nbsp;	Multiple Choice Single Answer	Easy	84	-
Meeting or missing deadlines and deliverables is a team issue and should be exposed to the entire team.&nbsp;	Multiple Choice Single Answer	Easy	95	-
The consensus is recruitment- a process that fully utilises the resources of a team.&nbsp;	Multiple Choice Single Answer	Easy	53	-
Conflict can occur when two different real needs,&nbsp;as opposed to&nbsp;perceived needs, are mutually exclusive.â€¢&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	78	-
A consensus decision represents a reasonable decision that all members of the group cannot&nbsp;accept.&nbsp;	Multiple Choice Single Answer	Easy	90	-
A conflict is a situation in which two or more human beings desire goals which they perceive as being&nbsp;unattainable by&nbsp;both&nbsp;parties.&nbsp;	Multiple Choice Single Answer	Easy	59	-
Diversity can only be viewed as only racial or religious differentiation,&nbsp;	Multiple Choice Single Answer	Easy	97	-
Empathy&nbsp;is the capacity to share the sadness or happiness of another sentient being through consciousness rather than physically&nbsp;	Multiple Choice Single Answer	Easy	92	-
Communication is an area that can be especially challenging for those uninformed about cultural differences&nbsp;	Multiple Choice Single Answer	Easy	87	-
Prejudice&nbsp;can be positive.&nbsp;	Multiple Choice Single Answer	Easy	54	-
Diversity is both about the differences and similarities in things.&nbsp;	Multiple Choice Single Answer	Easy	81	-
Conflict is&nbsp;unhealthy&nbsp;when_____&nbsp;	Multiple Choice Single Answer	Easy	98	-
Working&nbsp;with&nbsp;millennials_____&nbsp;	Multiple Choice Single Answer	Easy	56	-
&nbsp;Dealing&nbsp;with generation X_____&nbsp;	Multiple Choice Single Answer	Easy	34	-
&nbsp;Healthy conflict&nbsp;shows that:&nbsp;	Multiple Choice Single Answer	Easy	95	-
Support systems available to the project team include&nbsp;	Multiple Choice Single Answer	Easy	57	-
&nbsp;is all about monitoring	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
user behavior & marketing campaign performance over time.				
The term _____ is used to describe truly massive data sets;	Multiple Choice Single Answer	Easy	100	-
_____ can be found and gathered from a variety of sources. You don't have to restrict yourself to a website based analytics;	Multiple Choice Single Answer	Easy	29	-
_____ is the value that KPI's need to meet to declare success	Multiple Choice Single Answer	Easy	86	-
This is a process of finding patterns and where they are hidden in large numbers & databases;	Multiple Choice Single Answer	Easy	86	-
The sole purpose during the brainstorming stage is ...;	Multiple Choice Single Answer	Easy	86	-
&nbsp;Who invented the process of brainstorming?;	Multiple Choice Single Answer	Easy	93	-
What was the original term for 'brainstorming'?	Multiple Choice Single Answer	Easy	79	-
True or False: 'Osborn's checklist contains 20 points to consider.';	Multiple Choice Single Answer	Easy	93	-
Which is NOT a valid point in the Osborn checklist	Multiple Choice Single Answer	Easy	93	-
True or False:&nbsp; 'The 8 items of Alex Osborn's checklist were later rearranged and refined under the acronym 'SCAMPER';'	Multiple Choice Single Answer	Easy	79	-
'How could you streamline or simplify this product' would fit into which of the SCAMPER categories?	Multiple Choice Single Answer	Easy	69	-
What does the 'C' in SCAMPER stand for?	Multiple Choice Single Answer	Easy	100	-
What should you do before creating anything visual?	Multiple Choice Single Answer	Easy	100	-
What are some types of brainstorming?	Multiple Choice Single Answer	Easy	100	-
When should scamps be produced?	Multiple Choice Single Answer	Easy	96	-
Which statement is NOT true about scamping?	Multiple Choice Single Answer	Easy	100	-
True or False: 'The purpose of this part of the creative process is to see whether an idea could work or not without wasting time on unnecessary refinements.'	Multiple Choice Single Answer	Easy	88	-
Which of these is NOT an important point about scamps?	Multiple Choice Single Answer	Easy	100	-
Which design projects can scamps be used for?	Multiple Choice Single Answer	Easy	92	-
At what stage should you start producing a design using design software?	Multiple Choice Single Answer	Easy	96	-
Illustrator, Photoshop and InDesign form part of the _____	Multiple Choice Single Answer	Easy	88	-
Photoshop should be used for logo design because it is a vector-based programme?	Multiple Choice Single Answer	Easy	96	-
Which of these projects is Illustrator NOT suitable for?	Multiple Choice Single Answer	Easy	96	-

Question	Type	Level	% Correct	#Linked Assessments
Which is Adobe InDesign most useful for?	Multiple Choice Single Answer	Easy	100	-
What does the term &lsquo;Timescale&rsquo; refer to?	Multiple Choice Single Answer	Easy	90	-
Why is working backwards from a delivery date important?	Multiple Choice Single Answer	Easy	95	-
When should a schedule be drawn up?	Multiple Choice Single Answer	Easy	90	-
True or False: &lsquo;Projects need to have a definite end point&rsquo;;	Multiple Choice Single Answer	Easy	95	-
Which is NOT true about schedules?	Multiple Choice Single Answer	Easy	90	-
Why would some projects not be able to continue without research?	Multiple Choice Single Answer	Easy	85	-
True or False: &lsquo;The time taken to do research is invaluable as it provides pertinent information regarding a project.&rsquo;;	Multiple Choice Single Answer	Easy	60	-
Which is not a valid type of research?	Multiple Choice Single Answer	Easy	100	-
If clients change their mind, what is important for them to know?	Multiple Choice Single Answer	Easy	95	-
What do you need to ensure when keeping records of time?	Multiple Choice Single Answer	Easy	100	-
test 123	Multiple Choice Multiple Answer	Easy	-	-
test	Multiple Choice Multiple Answer	Easy	-	-
What is the file extension for standard InDesign documents?	Multiple Choice Single Answer	Easy	77	-
Identify the number of stages through which a traveller will move for an experience:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Suggest during which stage a travel administrator will be required:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Suggest which two elements should be recorded in the traveller profiling document	Multiple Choice Single Answer	Easy	-	-
Select the option that best describes the use of a travel planning checklist from the options provided.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Select the option that best describes an in-take form from the options provided.	Multiple Choice Single Answer	Easy	-	-
Provide a benefit of travel intermediaries for tourists.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify which of the following can be conducted by a travel agent:	Multiple Choice Single Answer	Easy	-	-
Identify which of the following you can book as the administrator:	Multiple Choice Single Answer	Easy	-	-
When using an intermediary, the tourist often benefits from reduced costs this is due to:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which one of the following elements is not a benefit of using intermediaries&nbsp;	Multiple Choice Single Answer	Easy	-	-
Suggest a reason why you should prepare your executive for a trip.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Suggest one way of providing ease of access to the important information for your executive:	Multiple Choice Single Answer	Easy	-	-
Identify which of the following information should be in the folder:	Multiple Choice Single Answer	Easy	-	-
Suggest which of the following information should be communicated and recorded on an information sheet for the executive.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Identify what you should do when the executive returns after the trip.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;_____ is not a stage in the data processing cycle:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Data processing starts with data in its raw form and converts it into a more readable format, giving it the form and context necessary to be interpreted by computers and utilized by employees throughout an organization;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Big data cloud technologies allow for companies to combine all of their platforms into one easily-adaptable system.;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Choose the incorrect statement about information:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Modern science is unravelling the nature of information in numerous areas such as communication theory, biology, neuroscience, cognitive science, and education, among others;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;_____ is the element of the information system that refers to the computers themselves, along with any and all peripherals, including servers, routers, monitors, printers and storage devices:&nbsp;	Multiple Choice Single Answer	Easy	100	-
Customer Relationship Management Systems can be complex as they identify, extract and analyse data for various operational needs, particularly for decision-making purposes;&nbsp;	Multiple Choice Single Answer	Easy	-	-
While the strategic information is needed to find out how the given activity can be performed better, operational information is needed for making choices among the business options;&nbsp;	Multiple Choice Single Answer	Easy	-	-
This is information which is only available to the business;	Multiple Choice Single Answer	Easy	100	-
Sales data give you insights about what customers are buying and let you stock or produce items that are selling well;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;Knowledge Management involves the understanding of _____:	Multiple Choice Single Answer	Easy	100	-
When you have acquired knowledge, you can use it in conjunction with your experiences, expertise, and personal judgments to form wisdom;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The lack of focus on explicit knowledge can be linked directly to the reduced capability for innovation and sustained competitiveness;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Embedded knowledge is not found in _____;&nbsp;	Multiple Choice Single Answer	Easy	-	-
If a manufacturing plant in one part of the world has figured out how to prevent the need for product rework, and all other	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
plants around the world adopt this practice, savings will flow directly to the bottom line;&nbsp;				
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;High-powered software that use the computer's memory directly to carry out an action is a _____ application:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Application software comprises a simple user interface (UI) and is built to help the end user achieve something as quickly and easily as possible;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Application suites provide multiple applications at a lower price than buying each separately and can provide better interoperability compared to buying lots of different applications from different companies;&nbsp;	Multiple Choice Single Answer	Easy	100	-
_____ is a type of business software used by companies usually via a bundle of integrated applications to solicit, review, store, manipulate, and analyse data derived from a variety of business operations;&nbsp;	Multiple Choice Single Answer	Easy	-	-
There are also application packages that focus on multiple tasks, such as database software and web design;	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;Systems development is the process of _____ a new software application or program	Multiple Choice Single Answer	Easy	100	-
An example of systems software is an operating system, which manages all other programs on a computer. An example of systems software is an operating system, which manages all other programs on a computer;	Multiple Choice Single Answer	Easy	100	-
Computer professionals created the System Development Life Cycle as a series of steps designed to manage system development;&nbsp;	Multiple Choice Single Answer	Easy	100	-
The Integration and testing step of systems development _____;	Multiple Choice Single Answer	Easy	100	-
The benefits of an integrated system include higher levels of quality control and lower production costs by streamlining data processing and production processes;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the most correct answer from the alternatives provided:&nbsp;&nbsp;As a business owner, how can you use technology to its maximum potential for your business?&nbsp;	Multiple Choice Single Answer	Easy	100	-
Social intranet software gives employees a centralized portal to access and update internal documents and contracts and relay relevant data to other departments instantly;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Between the two extremes, analysis systems and model-oriented systems help people organize information and also facilitate and formalize the evaluation of proposed decision;	Multiple Choice Single Answer	Easy	100	-
Depending on the situation, a manager can inspect both individual portfolios and groups of portfolios from different viewpoints.&nbsp; This is the _____ system;&nbsp;	Multiple Choice Single Answer	Easy	100	-
Unlike the decision support user who receives standard reports on a periodic basis, the electronic data processing user typically initiates each instance of system usage, either directly or through a staff intermediary;&nbsp;	Multiple Choice Single Answer	Easy	-	-
What is the file extension for standard InDesign documents?	Multiple Choice Single Answer	Easy	-	-
What format should an InDesign file be saved in for it to be opened in an older version of InDesign?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which drop-down menu in the Menubar contains all the panels available	Multiple Choice Single Answer	Easy	-	-
How can you show or hide the Control panel?	Multiple Choice Single Answer	Easy	-	-
The Properties panel is a new feature in InDesign and was only available from CC 2019 onwards?	Multiple Choice Single Answer	Easy	-	-
What colour mode should a new document be set to if the design is specifically for print?	Multiple Choice Single Answer	Easy	100	-
Using the Pages panel how do you navigate to a specific page for viewing and editing?	Multiple Choice Single Answer	Easy	100	-
How can you view two documents in one screen?	Multiple Choice Single Answer	Easy	58	-
What symbol signifies the Zoom tool?	Multiple Choice Single Answer	Easy	100	-
You cannot add new pages to an InDesign document; the number of pages can only be set when creating the new document.	Multiple Choice Single Answer	Easy	92	-
Where can you change fonts when text is highlighted?	Multiple Choice Single Answer	Easy	73	-
What does text in InDesign need to be contained in?	Multiple Choice Single Answer	Easy	93	-
How do you add text to a document?	Multiple Choice Single Answer	Easy	100	-
What are special characters, such as a degrees symbol, called in InDesign?	Multiple Choice Single Answer	Easy	87	-
You can type on a curved line or shape with the Path Selection tool.	Multiple Choice Single Answer	Easy	33	-
Where can you go to see which fonts are used in a document and to replace missing fonts?	Multiple Choice Single Answer	Easy	53	-
What does the Character panel have that the Paragraph panel does not?	Multiple Choice Single Answer	Easy	87	-
Where can you check spelling?	Multiple Choice Single Answer	Easy	80	-
What is one of the things that the Text Frame Options dialogue box set?	Multiple Choice Single Answer	Easy	53	-
Dynamic Spelling is a setting that will allow autocorrection of words.	Multiple Choice Single Answer	Easy	60	-
How can you add multiple pages at once to an InDesign document?	Multiple Choice Single Answer	Easy	64	-
How can you add a master page to a document page?	Multiple Choice Single Answer	Easy	43	-
What is the default Master Page named?	Multiple Choice Single Answer	Easy	93	-
What colour are column guides usually?	Multiple Choice Single Answer	Easy	57	-
You should add page numbering to a Master Page rather than a normal document page.	Multiple Choice Single Answer	Easy	100	-
How can you create a Paragraph Style from existing text?	Multiple Choice Single Answer	Easy	78	-
Why should you hold in the Alt (or Option) key when creating a new Character or Paragraph style from the icons in their panels?	Multiple Choice Single Answer	Easy	56	-

Question	Type	Level	% Correct	#Linked Assessments
Why would you create a Paragraph style?	Multiple Choice Single Answer	Easy	78	-
Where would you go to open the Paragraph Styles panel?	Multiple Choice Single Answer	Easy	78	-
A Character Style can be added to a Paragraph Style with a bulleted list to change the colour of the bullet point.	Multiple Choice Single Answer	Easy	89	-
What key do you hold in to draw a perfect shape?	Multiple Choice Single Answer	Easy	86	-
When you click the fill colour box in the Control panel or the Properties panel what happens?	Multiple Choice Single Answer	Easy	71	-
Why are saving colours as swatches beneficial?	Multiple Choice Single Answer	Easy	100	-
What icon represents the Effects menu, where you can apply effects such as Dropshadows?	Multiple Choice Single Answer	Easy	71	-
The word Stroke refers to the outline of an object.	Multiple Choice Single Answer	Easy	100	-
How can you change the order of objects without using layers?	Multiple Choice Single Answer	Easy	53	-
Why would you use layers?	Multiple Choice Single Answer	Easy	80	-
How do you lock a layer?	Multiple Choice Single Answer	Easy	47	-
What does text wrap do?	Multiple Choice Single Answer	Easy	53	-
Holding in Alt/Option while moving an object will duplicate it.	Multiple Choice Single Answer	Easy	80	-
How can you add graphics?	Multiple Choice Single Answer	Easy	71	-
How can you control accurate placement of graphics within a frame?	Multiple Choice Single Answer	Easy	71	-
What symbol appears in the Links panel if a linked graphic has been renamed, deleted or moved from the original location on your computer?	Multiple Choice Single Answer	Easy	29	-
What tools can be used to create frames?	Multiple Choice Single Answer	Easy	86	-
To add a text wrap you must have the text selected not the object.	Multiple Choice Single Answer	Easy	71	-
Why would you package your InDesign file?	Multiple Choice Single Answer	Easy	60	-
How do you save a PDF in InDesign?	Multiple Choice Single Answer	Easy	80	-
What is the main difference between the Smallest File Size PDF preset and the Press Quality PDF preset?	Multiple Choice Single Answer	Easy	100	-
When would you need to add a bleed?	Multiple Choice Single Answer	Easy	100	-
A page in InDesign can be exported as either a JPEG or PNG file.	Multiple Choice Single Answer	Easy	70	-
HRM is concerned with the human beings in an organization.	Multiple Choice Single Answer	Easy	94	-
Labour relations is one the three roles of HRM	Multiple Choice Single Answer	Easy	56	-

Question	Type	Level	% Correct	#Linked Assessments
HRM is a process of making the efficient and effective use of human resources so that the set goals are achieved at the expense of human resources.	Multiple Choice Single Answer	Easy	50	-
In an increasingly competitive and knowledge-based world, human capital – the skills, talents and knowledge of employees is arguably the only sustainable source of competitive advantage for an organization.	Multiple Choice Single Answer	Easy	81	-
Challenges emanating from the external environment do not affect HR at all.	Multiple Choice Single Answer	Easy	25	-
Training and Development is a major activity in HRM	Multiple Choice Single Answer	Easy	100	-
Recruitment and Selection is described as all human resource functions involved in employee management	Multiple Choice Single Answer	Easy	40	-
Human Resource flow is described as attracting suitable new employees	Multiple Choice Single Answer	Easy	80	-
Reward systems are monetary and non-monetary ways by which staff are recognized	Multiple Choice Single Answer	Easy	60	-
Human Resource Management is a strategic and coherent approach to the management of an organization's most valued assets.	Multiple Choice Single Answer	Easy	100	-
Firms should be able to take charge of their employees and ensure that productivity and quality is achieved and maintained.	Multiple Choice Single Answer	Easy	86	-
All the steps taken by a firm in the management of human resources must be in line with the mission and vision of the firm.	Multiple Choice Single Answer	Easy	100	-
HR as a whole should continue to hold tight to the rules that make their organization workable, firms must ensure that they remain the best brand to most of their clients	Multiple Choice Single Answer	Easy	100	-
This involves the proper management of all aspects of the people you are working with bearing in mind that human resources are the most valuable resource your firm has.	Multiple Choice Single Answer	Easy	100	-
Companies should ensure that they remunerate their employees accordingly. The employees reward system should be able to sustain the organization	Multiple Choice Single Answer	Easy	43	-
Which of the two options below are identified as all duties of the employee	Multiple Choice Single Answer	Easy	100	-
Internal candidates are readily available	Multiple Choice Single Answer	Easy	100	-
Online recruitment can reach an even wider range of possible applicants than advertising.	Multiple Choice Single Answer	Easy	100	-
Recruitment agencies may be expensive.	Multiple Choice Single Answer	Easy	86	-
Educational establishments will not fill trainee or junior posts	Multiple Choice Single Answer	Easy	100	-
Advertising will not involve a lot of time-consuming administration	Multiple Choice Single Answer	Easy	71	-
Training has no implications for productivity, health and safety at work and personal development.	Multiple Choice Single Answer	Easy	71	-
Training and development is at the heart of an organization that seeks continual growth and improvement.	Multiple Choice Single Answer	Easy	100	-
The needs analysis is the final point for all training.	Multiple Choice Single Answer	Easy	71	-

Question	Type	Level	% Correct	#Linked Assessments
The primary objective of all training is to improve individual and organizational performance.	Multiple Choice Single Answer	Easy	100	-
Learning is a life long journey	Multiple Choice Single Answer	Easy	100	-
From the two options below, which option constitutes an effective performance management system	Multiple Choice Single Answer	Easy	100	-
Employee engagement is a positive and negative attitude held by the employee towards the organization and its value.	Multiple Choice Single Answer	Easy	57	-
Managers should promote one-way communication in employee engagement.	Multiple Choice Single Answer	Easy	86	-
Employee engagement requires leadership commitment through establishing clear mission, vision and values	Multiple Choice Single Answer	Easy	100	-
Managers should work out both financial and non-financial benefits for employees who show more engagement in their jobs	Multiple Choice Single Answer	Easy	71	-
An engaged employee is aware of business context, and works with colleagues to improve performance within the job for the benefit of the organization	Multiple Choice Single Answer	Easy	86	-
Complete the blank space: _____ is some kind of payment made to an employee in cash or kind) in exchange for the services rendered to the organisation.	Multiple Choice Single Answer	Easy	100	-
Complete the blank space: _____ comparing the pay system to that of other companies in the industry.	Multiple Choice Single Answer	Easy	80	-
Complete the blank space: _____ is composed of anything that can meet the needs of individual employees that an employer is also willing to give to the employee in exchange for the services offered	Multiple Choice Single Answer	Easy	100	-
Complete the blank space: _____ measuring the fairness of the pay system on performance of the individual working the same job.	Multiple Choice Single Answer	Easy	100	-
Complete the blank space: _____ entails weighing the relative worthiness of a job so that the structure of compensation can be determined.	Multiple Choice Single Answer	Easy	100	-
Read the question carefully. Select the correct answer from the alternatives provided: People are afraid to give bad news to the boss in	Multiple Choice Single Answer	Easy	70	-
Read the question carefully. Select the correct answer from the alternatives provided: People are treated as interchangeable parts of a machine rather than as individual human beings.	Multiple Choice Single Answer	Easy	60	-
Read the question carefully. Select the correct answer from the alternatives provided: People become intolerant of personal needs, and they sacrifice family, social life and health for work.	Multiple Choice Single Answer	Easy	70	-
Read the question carefully. Select the correct answer from the alternatives provided: People may focus on relationships and neglect the work	Multiple Choice Single Answer	Easy	70	-
Read the question carefully. Select the correct answer from the alternatives provided: People are promoted by being loyal to those in power even when they are not especially competent.	Multiple Choice Single Answer	Easy	10	-
Unfair dismissal is when a worker intended to or did take part in or supported a strike or protest.	Multiple Choice Single Answer	Easy	50	-
Unfair dismissal is when a worker is moonlighting.	Multiple Choice Single Answer	Easy	100	-
Fair dismissal is when an employee gets pregnant	Multiple Choice Single Answer	Easy	75	-

Question	Type	Level	% Correct	#Linked Assessments
Unfair labour practices is when all employees pass a test and all except one are promoted, the employer might be guilty of unfair conduct against that employee	Multiple Choice Single Answer	Easy	75	-
Fair dismissal is a worker intended to or did act against an employer by exercising a right	Multiple Choice Single Answer	Easy	50	-
Diversity at the workplace fails to create an opportunity for employee's personal growth.	Multiple Choice Single Answer	Easy	100	-
Workplace diversity management could sometimes be very costly.	Multiple Choice Single Answer	Easy	50	-
Talent shortage is one reason to diversify a workforce.	Multiple Choice Single Answer	Easy	75	-
Diversity can only be viewed as only racial or religious differentiation	Multiple Choice Single Answer	Easy	75	-
Diversity applies to all employees and do not only encompass certain range of differences but the entire spectrum of individual differences that makes people unique.	Multiple Choice Single Answer	Easy	100	-
A _____ is defined as any obligatory action or effect that tends to change the state of an object at rest, or its state of uniform motion in a straight line.	Multiple Choice Single Answer	Easy	-	-
Which one of the following is not a mechanical property	Multiple Choice Single Answer	Easy	-	-
How many laws of motion did Newton construct	Multiple Choice Single Answer	Easy	-	-
A _____ can be described as the moment produced by two equal and opposite forces acting together	Multiple Choice Single Answer	Easy	-	-
_____ of an object is an abstract or diagrammatic representation of an object where it is considered to be in a vacuum	Multiple Choice Single Answer	Easy	-	-
A _____ is defined as any obligatory action or effect that tends to change the state of an object at rest, or its state of uniform motion in a straight line.	Multiple Choice Single Answer	Easy	17	-
Which one of the following is not a mechanical property	Multiple Choice Single Answer	Easy	33	-
How many laws of motion did Newton construct	Multiple Choice Single Answer	Easy	100	-
A _____ can be described as the moment produced by two equal and opposite forces acting together	Multiple Choice Single Answer	Easy	50	-
_____ of an object is an abstract or diagrammatic representation of an object where it is considered to be in a vacuum	Multiple Choice Single Answer	Easy	67	-
Which of the two options below is a description of the word "Beam";	Multiple Choice Single Answer	Easy	67	-
Which of the two options below is a description of the word "Shear Force";	Multiple Choice Single Answer	Easy	33	-
Which of the two options below is a description of the word "Structural loads";	Multiple Choice Single Answer	Easy	100	-
Which of the two options below is a description of the word "Concentrated loads";	Multiple Choice Single Answer	Easy	100	-
Which of the two options below is a description of the word "Building Codes";	Multiple Choice Single Answer	Easy	100	-
Both natural and man-made are reasons for structural failure.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Natural disasters and weather phenomena can often be a more rebellious opportunity	Multiple Choice Single Answer	Easy	67	-
Construction imperfection in design and manufacturing can be extremely inexpensive to settle	Multiple Choice Single Answer	Easy	100	-
Poor workmanship is the actual cause of most construction defects	Multiple Choice Single Answer	Easy	100	-
Strain is a rivet is used to connect two pieces of flat steel	Multiple Choice Single Answer	Easy	67	-
Which statement is true? A design specification is &hellip;	Multiple Choice Single Answer	Easy	100	-
Which is a valid reason for needing a specification?	Multiple Choice Single Answer	Easy	100	-
What files would a designer need before starting a range extension project?	Multiple Choice Single Answer	Easy	100	-
True or False: Design specifications are used in print design only	Multiple Choice Single Answer	Easy	100	-
What is a dieline?	Multiple Choice Single Answer	Easy	100	-
Which statement is NOT true?	Multiple Choice Single Answer	Easy	93	-
The performance specification will always do the following&hellip;	Multiple Choice Single Answer	Easy	79	-
Why would knowing the amount of colours make a difference when a designer starts a project?	Multiple Choice Single Answer	Easy	93	-
In both examples given, age group is important to mention? Determine which of these statements is NOT true	Multiple Choice Single Answer	Easy	64	-
In the second example of the sparkling wine, what does it mean when the design needs to be adaptable?	Multiple Choice Single Answer	Easy	100	-
Which statement is NOT true about design constraints?	Multiple Choice Single Answer	Easy	92	-
Why is it important to know about printing/production processes?	Multiple Choice Single Answer	Easy	100	-
True or False? &ldquo;Knowing the different processes ensures that the designer can source correct printing companies based on quantity, quality and substrate&rdquo;	Multiple Choice Single Answer	Easy	92	-
When designing graphics for digital, what unit of measurement should the sizes always be in?	Multiple Choice Single Answer	Easy	92	-
In digital design, images that are enlarged past their resolution size _____	Multiple Choice Single Answer	Easy	92	-
Once designs are completed and ready for production it is important to set criteria for determining if a project is likely to be successful. What should these criteria be based on?	Multiple Choice Single Answer	Easy	100	-
The final checklist of criteria typically covers issues to do with 3 categories, which of these is not one of them?	Multiple Choice Single Answer	Easy	100	-
Words associated with the &lsquo;Planet&rsquo; category of criteria include _____	Multiple Choice Single Answer	Easy	100	-
When planning how the criteria will be tested, what is a good way to start?	Multiple Choice Single Answer	Easy	70	-
True or False? &ldquo;Criteria should be tested with users and with experts&rdquo;	Multiple Choice Single Answer	Easy	100	-
What are the two contextual tabs available for modifying charts?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What is the command sequence to sort table data?	Multiple Choice Single Answer	Easy	-	-
Which tab other than the table Tools- Layout tab can be used to align table data?	Multiple Choice Single Answer	Easy	-	-
What features do graphical equations not contain?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to edit chart data?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to save a custom theme?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to create a new list style?	Multiple Choice Single Answer	Easy	-	-
What type of style contains both a paragraph style and a character style?	Multiple Choice Single Answer	Easy	-	-
How do you modify a style's settings?	Multiple Choice Single Answer	Easy	-	-
How do you assign a keyboard shortcut to style?	Multiple Choice Single Answer	Easy	-	-
What type of videos can you add to your Microsoft Word Document?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to add a caption to an image?	Multiple Choice Single Answer	Easy	-	-
What aspect of a picture style can be customized?	Multiple Choice Single Answer	Easy	-	-
List the steps to add a screenshot to a document	Multiple Choice Single Answer	Easy	-	-
Which command on the Picture Tools-Format tab allows you to sharpen or soften an image?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to create a drop cap in the margin of a paragraph?	Multiple Choice Single Answer	Easy	-	-
In Microsoft Word, what is a drawing canvas	Multiple Choice Single Answer	Easy	-	-
Which two contextual tabs are available when editing SmartArt diagrams?	Multiple Choice Single Answer	Easy	-	-
Which contextual tab is available when working with shapes and text boxes?	Multiple Choice Single Answer	Easy	-	-
What is the easiest way to add an image from the internet to a SmartArt diagram that contains picture placeholders?	Multiple Choice Single Answer	Easy	-	-
What are quick parts?	Multiple Choice Single Answer	Easy	-	-
What are document properties based on?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to insert a cover page that was previously saved as a building block?	Multiple Choice Single Answer	Easy	-	-
What is the shortcut key to lock a field to prevent it from updating?	Multiple Choice Single Answer	Easy	-	-
What are the steps to saving a custom-building block?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to create a drop cap in the margin of a paragraph?	Multiple Choice Single Answer	Easy	-	-
In Microsoft Word, what is a drawing canvas	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which two contextual tabs are available when editing SmartArt diagrams?	Multiple Choice Single Answer	Easy	-	-
Which contextual tab is available when working with shapes and text boxes?	Multiple Choice Single Answer	Easy	-	-
What is the easiest way to add an image from the internet to a SmartArt diagram that contains picture placeholders?	Multiple Choice Single Answer	Easy	-	-
What are quick parts	Multiple Choice Single Answer	Easy	-	-
What are document properties based on?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to insert a cover page that was previously saved as a building block?	Multiple Choice Single Answer	Easy	-	-
What is the shortcut key to lock a field to prevent it from updating?	Multiple Choice Single Answer	Easy	-	-
What are the steps to saving a custom-building block?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to format a selected block of text into three columns?	Multiple Choice Single Answer	Easy	-	-
Which one of the following is not a type of section break in Microsoft Word?	Multiple Choice Single Answer	Easy	-	-
Which Tab contains commands to create and break text box links?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to insert text from a file?	Multiple Choice Single Answer	Easy	-	-
What tab contains commands to create and break text box links?	Multiple Choice Single Answer	Easy	-	-
When updating styles, what is the difference between attaching a template and using the organizer?	Multiple Choice Single Answer	Easy	-	-
What Tab provides commands to manage templates	Multiple Choice Single Answer	Easy	-	-
What is the default template location?	Multiple Choice Single Answer	Easy	-	-
True or False: Document wizards have been removed from Microsoft Word 2016	Multiple Choice Single Answer	Easy	-	-
What is the first step to creating a template?	Multiple Choice Single Answer	Easy	-	-
Which Tab Contains the majority of the commands used during mail merge	Multiple Choice Single Answer	Easy	-	-
Where can you enter or change your return address?	Multiple Choice Single Answer	Easy	-	-
How do you unlink a data source from a mail merge document?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to start the Mail Merge Wizard?	Multiple Choice Single Answer	Easy	-	-
What is the difference between using the envelopes command on the Mailings tab and performing an envelope mail merge?	Multiple Choice Single Answer	Easy	-	-
List one way to open the Macros dialog box.	Multiple Choice Single Answer	Easy	-	-
How do you open the Organizer dialog box?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What is the default macro security level?	Multiple Choice Single Answer	Easy	-	-
How do open the Organizer dialog box?	Multiple Choice Single Answer	Easy	-	-
How do you enable the Developer Tab?	Multiple Choice Single Answer	Easy	-	-
Where are the panels and panel groups usually situated within the Illustrator workspace?	Multiple Choice Single Answer	Easy	79	-
What is the white block you illustrate on called in Illustrator?	Multiple Choice Single Answer	Easy	88	-
How can you create a new document?	Multiple Choice Single Answer	Easy	92	-
What file extension does an Illustrator file have?	Multiple Choice Single Answer	Easy	88	-
In what window can you change the User Interface appearance?	Multiple Choice Single Answer	Easy	75	-
What tool does the Spacebar on the keyboard temporarily activate?	Multiple Choice Single Answer	Easy	71	-
Which panel allows a preview of your screen view and allows easy zooming and panning?	Multiple Choice Single Answer	Easy	42	-
How can you change the Tools panel to show one or two columns?	Multiple Choice Single Answer	Easy	75	-
True or False: In Illustrator an outline is called a Stroke.	Multiple Choice Single Answer	Easy	92	-
The Properties panel has settings for which functions?	Multiple Choice Single Answer	Easy	83	-
True or False: An Illustrator artboard can be as big as you want, there is no limit to the size.	Multiple Choice Single Answer	Easy	66	-
How can you see all the artboard options in the Control and Properties panels?	Multiple Choice Single Answer	Easy	34	-
True or False: Artboards can be different sizes within one Illustrator document	Multiple Choice Single Answer	Easy	93	-
How can you resize an artboard?	Multiple Choice Single Answer	Easy	52	-
Artboards are another name for &hellip;&hellip;.	Multiple Choice Single Answer	Easy	86	-
What does Stroke refer to?	Multiple Choice Single Answer	Easy	95	-
What does it mean if a shape is a Live Shape?	Multiple Choice Single Answer	Easy	48	-
How can you set the options of the Pencil tool?	Multiple Choice Single Answer	Easy	81	-
How can you create a curved path with the Pen tool?	Multiple Choice Single Answer	Easy	71	-
To create a closed path with the Curvature tool, what do you do?	Multiple Choice Single Answer	Easy	90	-
How can you adjust individual anchor points within a path?	Multiple Choice Single Answer	Easy	73	-
True/False: To rotate a selected object, position the cursor just outside of the bounding box corner and the cursor changes to a curved arrow. You can then rotate the object.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
What does transform a shape refer to?	Multiple Choice Single Answer	Easy	100	-
How can you edit individual shapes within a group?	Multiple Choice Single Answer	Easy	82	-
How can you add an image to your design?	Multiple Choice Single Answer	Easy	91	-
How do you access the Swatch libraries in Illustrator?	Multiple Choice Single Answer	Easy	73	-
You cannot change the Stroke colour in the Color panel	Multiple Choice Single Answer	Easy	100	-
Which key on the keyboard is the shortcut to restore the Fill and Stroke to the default black and white?	Multiple Choice Single Answer	Easy	91	-
What is a Gradient?	Multiple Choice Single Answer	Easy	73	-
How can you vary a stroke's width and create a custom stroke profile?	Multiple Choice Single Answer	Easy	82	-
True or False: The Appearance section of the Properties panel is a simplified version of the Appearance panel	Multiple Choice Single Answer	Easy	80	-
What do you do to add a second stroke to a selected object?	Multiple Choice Single Answer	Easy	80	-
True or False: You can add an Effect through the Effects drop-down list	Multiple Choice Single Answer	Easy	100	-
Once an effect has been applied, how do you edit or remove it?	Multiple Choice Single Answer	Easy	70	-
In which effects category is Zig Zag?	Multiple Choice Single Answer	Easy	90	-
How do you create Point Type in Illustrator?	Multiple Choice Single Answer	Easy	73	-
How do you create a text box	Multiple Choice Single Answer	Easy	45	-
How can you insert text from another document into your Illustrator design?	Multiple Choice Single Answer	Easy	91	-
Where would an accented letter be found?	Multiple Choice Single Answer	Easy	82	-
Type on a Path refers to text following a path?	Multiple Choice Single Answer	Easy	100	-
What happens to text when you Create Outlines from it?	Multiple Choice Single Answer	Easy	46	-
True or False: Bleed is needed for any image or colour that is at the edge of an artboard	Multiple Choice Single Answer	Easy	100	-
Why would you package your Illustrator file?	Multiple Choice Single Answer	Easy	77	-
How can you save your Illustrator file as a PDF?	Multiple Choice Single Answer	Easy	38	-
How can you save your artwork as a JPEG?	Multiple Choice Single Answer	Easy	85	-
To create interaction with an object using the STEAM VR sdk, you apply the following:	Multiple Choice Single Answer	Easy	38	-
To add teleport functionality to a scene you do the following:	Multiple Choice Single Answer	Easy	63	-
To increase the bounce properties of an interaction object you	Multiple Choice Single Answer	Easy	88	-

Question	Type	Level	% Correct	#Linked Assessments
do the following:				
To set the starting point for a VR scene you do the following:	Multiple Choice Single Answer	Easy	38	-
The Linear Drive system in the Steam VR SDK allows you to:	Multiple Choice Single Answer	Easy	38	-
The following built-in function gives you an easy way to control movement parameters	Multiple Choice Single Answer	Easy	14	-
When you want your variable value to be accessible in the Unity Editor you declare it as:	Multiple Choice Single Answer	Easy	29	-
Which Prefab from the Google VR SDK gives you a visual dot representation of where the user is looking?	Multiple Choice Single Answer	Easy	71	-
When adding the Emulator prefab to a scene it must be:	Multiple Choice Single Answer	Easy	29	-
When running the emulator which key allows you to simulate head swivel?	Multiple Choice Single Answer	Easy	100	-
Which panel allows you to set animations?	Multiple Choice Single Answer	Easy	73	-
What are the points called that save the relevant rotational information when creating an animation?	Multiple Choice Single Answer	Easy	64	-
Which Java version was installed to create the application?	Multiple Choice Single Answer	Easy	18	-
What SDK do we use to create these AR apps in Unity?	Multiple Choice Single Answer	Easy	73	-
How do you open the PowerPoint Option dialog?	Multiple Choice Single Answer	Easy	-	-
What is the most direct way to access the customize ribbon category of the PowerPoint Options dialog box?	Multiple Choice Single Answer	Easy	-	-
What section in the Advanced category of the PowerPoint Options dialog contains the options to change the number of available undos?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to add a new section?	Multiple Choice Single Answer	Easy	-	-
How do you open the Header and Footer dialog box?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to create handouts for your presentation in Microsoft Word?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to insert SmartArt into a presentation?	Multiple Choice Single Answer	Easy	-	-
What are the names of the two Audio Tools contextual tabs?	Multiple Choice Single Answer	Easy	-	-
One of the questions that must be asked is: "Who is the target market?"	Multiple Choice Single Answer	Easy	100	-
Which of these statements is correct?	Multiple Choice Single Answer	Easy	60	-
When do you write a design brief?	Multiple Choice Single Answer	Easy	67	-
The environmental effects of a design should always be considered in the initial research?	Multiple Choice Single Answer	Easy	100	-
Which statement is untrue about suitable materials?	Multiple Choice Single Answer	Easy	67	-
To avoid problems in materials selection, what should be the	Multiple Choice Single Answer	Easy	86	-

Question	Type	Level	% Correct	#Linked Assessments
priority?				
Identifying the design requirements should be the first step to materials selection?	Multiple Choice Single Answer	Easy	100	-
Step 2 is to Identify the materials selection criteria. Which statement is true?	Multiple Choice Single Answer	Easy	86	-
What is meant by &lsquo;Identify candidate materials&rsquo;?	Multiple Choice Single Answer	Easy	86	-
In the Step 5: Select materials, you select the materials that satisfy all the materials selection criteria at the lowest cost.	Multiple Choice Single Answer	Easy	86	-
Which of these is not a valid term used in the selection material for paper?	Multiple Choice Single Answer	Easy	71	-
Uncoated paper has less light-reflecting properties than coated paper. How does this affect the appearance of the ink printed on the uncoated, compared to coated paper?;	Multiple Choice Single Answer	Easy	100	-
The more blue light reflecting off the surface of paper makes it appear brighter and whiter	Multiple Choice Single Answer	Easy	100	-
What does a paper's opacity property refer to?	Multiple Choice Single Answer	Easy	100	-
Self-adhesive labels can only be paper-based	Multiple Choice Single Answer	Easy	86	-
The practical production process will be heavily dependent on	Multiple Choice Single Answer	Easy	100	-
Clarification directly leads to &hellip;	Multiple Choice Single Answer	Easy	18	-
The production techniques employed in practical terms DO NOT differ between mediums	Multiple Choice Single Answer	Easy	82	-
Most projects go through a clarification stage at which point you will better understand what?	Multiple Choice Single Answer	Easy	100	-
The most important aspect of the production process is that the objective is met within the defined boundaries.	Multiple Choice Single Answer	Easy	91	-
What is online teaching?	Multiple Choice Single Answer	Easy	-	-
What do we need to do as teachers?	Multiple Choice Single Answer	Easy	-	-
Why is it worth your&nbs;while to learn how to teach either fully online or blended courses?	Multiple Choice Single Answer	Easy	-	-
What do you need to do before selecting technologies for your course?	Multiple Choice Single Answer	Easy	80	-
What should not be the driver for your online teaching decisions?	Multiple Choice Single Answer	Easy	67	-
What are some primary considerations to&nbs;keep in mind when planning your online class?	Multiple Choice Single Answer	Easy	87	-
What types of activities can be used online?	Multiple Choice Single Answer	Easy	95	-
When introducing an online component to an educational environment success often&nbs;relies on:	Multiple Choice Single Answer	Easy	82	-
An online environment, can provide&nbs;many opportunities for:	Multiple Choice Single Answer	Easy	82	-
Once you start using your online environment a lot, you have to:	Multiple Choice Multiple Answer	Easy	62	-
Your Activities should:	Multiple Choice Multiple Answer	Easy	82	-

Question	Type	Level	% Correct	#Linked Assessments
What is not true about Assessments?	Multiple Choice Single Answer	Easy	53	-
How can you give online feedback?	Multiple Choice Multiple Answer	Easy	27	-
Which of the following are benefits for online assessments?	Multiple Choice Single Answer	Easy	100	-
Where can online resources be found?	Multiple Choice Single Answer	Easy	94	-
Which of the following are types of online resources?	Multiple Choice Multiple Answer	Easy	62	-
Benefits of online resources:	Multiple Choice Multiple Answer	Easy	38	-
Engaging and motivating students in online environments, can be very different to how you might do this in face-to-face classrooms.	Multiple Choice Single Answer	Easy	89	-
Why is it important to Understand the difference between how these two environments work?	Multiple Choice Multiple Answer	Easy	67	-
A strong motivation for students to take part in online learning usually comes from a combination of several interrelated factors.&nbsp; Name some examples:	Multiple Choice Single Answer	Easy	100	-
It is not important to develop an understanding of how you can build initial student engagement with online activities, and how to maintain their motivation throughout the class.	Multiple Choice Single Answer	Easy	100	-
Once you have introduced new technology in your course, it&#39;s important to evaluate the outcome.	Multiple Choice Single Answer	Easy	100	-
How can you evaluate your own online initiatives?	Multiple Choice Single Answer	Easy	100	-
How will you evaluate a course from different angles?	Multiple Choice Single Answer	Easy	100	-
What are the benefits of the Digital campus?	Multiple Choice Single Answer	Easy	86	-
From where can a student attend class?	Multiple Choice Single Answer	Easy	71	-
Define Fulltime, Part time and online students	Multiple Choice Single Answer	Easy	65	-
What do we need for Hybrid Learning?	Multiple Choice Multiple Answer	Easy	41	-
How can you check students work?	Multiple Choice Multiple Answer	Easy	53	-
We can keep track on how the student attended the classes?	Multiple Choice Single Answer	Easy	100	-
Using online technologies in different ways is a normal part of the everyday life of most of us.	Multiple Choice Single Answer	Easy	-	-
What do we need to do as teachers?	Multiple Choice Single Answer	Easy	-	-
Why is it worth your&nbswhile to learn how to teach either fully online or blended courses?	Multiple Choice Single Answer	Easy	-	-
Using online technologies in different ways is a normal part of the everyday life of most of us.	Multiple Choice Single Answer	Easy	80	-
What do we need to do as teachers?&nbs;	Multiple Choice Single Answer	Easy	73	-

Question	Type	Level	% Correct	#Linked Assessments
Why is it worth your while to learn how to teach either fully online or blended courses?	Multiple Choice Single Answer	Easy	100	-
What type of people would a designer need to work with in the production of a design?	Multiple Choice Single Answer	Easy	92	-
Why would a designer often become a project manager?	Multiple Choice Single Answer	Easy	100	-
Which of the following would NOT be the responsibility of the designer?	Multiple Choice Single Answer	Easy	92	-
A process not involving ink could refer to.	Multiple Choice Single Answer	Easy	54	-
True or False: The print production is the culmination and physical manifestation of your ideas! It is the end result of all the hard work put into a design project so it makes sense to select the company or individuals responsible for this important final phase.	Multiple Choice Single Answer	Easy	100	-
Which of the following is not a traditional printing technique?	Multiple Choice Single Answer	Easy	89	-
Why is the printing process called 'offset' lithography, and not just lithography?	Multiple Choice Single Answer	Easy	100	-
True or false: Traditional printing process always use RGB inks.	Multiple Choice Single Answer	Easy	100	-
Which of the following printing processes is NOT used for large quantities of printing?	Multiple Choice Single Answer	Easy	44	-
Which printing process is also called tampography?	Multiple Choice Single Answer	Easy	89	-
Which is NOT an accurate statement of digital printing?	Multiple Choice Single Answer	Easy	89	-
True or False: The term 'digital printing' is used to describe a specific printing machine	Multiple Choice Single Answer	Easy	89	-
Many of the banners, billboards and posters you come across have been printed using which printing method?	Multiple Choice Single Answer	Easy	67	-
Which printing process is used for polyester and polymer-coated substrates?	Multiple Choice Single Answer	Easy	89	-
What is an advantage for digital printing presses?	Multiple Choice Single Answer	Easy	89	-
What does the general term 'Finishing' refer to as part of printing?	Multiple Choice Single Answer	Easy	50	-
Which of the following is a category of finishing?	Multiple Choice Single Answer	Easy	90	-
True or false: Dry embossing is also called relief embossing.	Multiple Choice Single Answer	Easy	100	-
Which of the following are the two different types of foiling?	Multiple Choice Single Answer	Easy	100	-
What are the main differences between hot and cold foiling?	Multiple Choice Single Answer	Easy	100	-
Thermography is a type of_____	Multiple Choice Single Answer	Easy	50	-
True or False: Thermography uses powder to create the finish?	Multiple Choice Single Answer	Easy	100	-
Which is NOT a type of machine varnish?	Multiple Choice Single Answer	Easy	60	-
Which is a property of silk lamination?	Multiple Choice Single Answer	Easy	80	-

Question	Type	Level	% Correct	#Linked Assessments
What is die cutting?	Multiple Choice Single Answer	Easy	100	-
Which of the following statements is NOT true about planning?	Multiple Choice Single Answer	Easy	100	-
True or False: Pre-production mainly involves research and planning	Multiple Choice Single Answer	Easy	90	-
To decide on production processes and complete a design specification suitable for your project, which of the following questions is NOT applicable?	Multiple Choice Single Answer	Easy	70	-
Once you have established what the final product would be and where it will be used you will need to source applicable _____	Multiple Choice Single Answer	Easy	80	-
True or False: The WHO, WHAT, WHERE, HOW & WHY questions must be answered to accurately create a design specification.	Multiple Choice Single Answer	Easy	100	-
After your research you can develop a Design Specification that will tell you details about the _____	Multiple Choice Single Answer	Easy	90	-
True or False: A design specification should include consideration about content, function, aesthetic and limitations	Multiple Choice Single Answer	Easy	90	-
True or False: If the design brief is for a simple project and it contains all the information needed then it will be used as a design specification too.	Multiple Choice Single Answer	Easy	70	-
Which of the following is NOT contained in a design specification?	Multiple Choice Single Answer	Easy	90	-
True or False: The WHO, WHAT, WHERE, HOW & WHY questions must be answered to accurately create a design specification.	Multiple Choice Single Answer	Easy	80	-
After your research you can develop a Design Specification that will tell you details about the _____	Multiple Choice Single Answer	Easy	100	-
Which of the following is NOT part of the design specification review process?	Multiple Choice Single Answer	Easy	75	-
Using a _____ model to demonstrate a generic design process allows you to see the importance of the reviewing process.	Multiple Choice Single Answer	Easy	63	-
What does the term 'amendments' refer to?	Multiple Choice Single Answer	Easy	88	-
True or False: There are seldom amendments to the budget.	Multiple Choice Single Answer	Easy	88	-
Simple interest is&hellip;	Multiple Choice Single Answer	Easy	59	-
Annuity&nbsp;&is...&nbsp;	Multiple Choice Single Answer	Easy	88	-
The following is not an element of planning a budget?	Multiple Choice Single Answer	Easy	76	-
What is the best approach to planning?&nbsp;	Multiple Choice Single Answer	Easy	53	-
A budget is&nbsp;a&hellip;	Multiple Choice Single Answer	Easy	88	-
&nbsp;The&nbsp;range&nbsp;of a relation is&hellip;&nbsp;	Multiple Choice Single Answer	Easy	67	-
The domain&nbsp;of the given function:&nbsp;y = &ndash;x4 + 4&nbsp;	Multiple Choice Single Answer	Easy	72	-

Question	Type	Level	% Correct	#Linked Assessments
Regression analysis&hellip;&nbsp;	Multiple Choice Single Answer	Easy	67	-
What&nbspis a postulate?	Multiple Choice Single Answer	Easy	94	-
Solid Geometry is&hellip;;	Multiple Choice Single Answer	Easy	76	-
The area for the area of a sphere&nbsp;;	Multiple Choice Single Answer	Easy	47	-
In right angle triangle ABC, the Interior angle at B = 90&rsquo; and angle at A = 25&rsquo;. What is Angle at C?&nbs;	Multiple Choice Single Answer	Easy	76	-
If a 3m pole is standing 7m away from point X on the ground. What is the direct distance from point x to the top of the said pole?	Multiple Choice Single Answer	Easy	76	-
The 1st&nbs;component to developing a statistic&nbs;is..&nbs;	Multiple Choice Single Answer	Easy	100	-
Probability is&hellip;&nbsp;;	Multiple Choice Single Answer	Easy	73	-
A&nbs;pie chart is&nbs;ideally used&nbs;to?&nbs;	Multiple Choice Single Answer	Easy	93	-
A&nbs;line graph&nbs;is ideally used to?&nbs;	Multiple Choice Single Answer	Easy	80	-
&nbs;A&nbs;bar chart&nbs;is ideally used to?&nbs;	Multiple Choice Single Answer	Easy	47	-
The following is a tool to measure length?&nbs;	Multiple Choice Single Answer	Easy	94	-
The SI unit for mass&nbs;is&nbs;	Multiple Choice Single Answer	Easy	94	-
Determine the number of 0.5sq.m grass pieces required to cover a yard 5m long and 8m&nbs;wide	Multiple Choice Single Answer	Easy	88	-
What tool would be best to determine distances for travelling costs.&nbs;	Multiple Choice Single Answer	Easy	47	-
Project deliverables are determined by&nbs;_____	Multiple Choice Single Answer	Easy	75	-
Operations and projects differ mainly because operations are on-going and repetitive while projects are temporary and unique.	Multiple Choice Single Answer	Easy	100	-
Which statement is true about projects?	Multiple Choice Single Answer	Easy	92	-
In which project is an artefact produced?	Multiple Choice Single Answer	Easy	67	-
Installing e-commerce&nbs;on a website is considered a re-engineering project?	Multiple Choice Single Answer	Easy	50	-
Meeting expectations involves balancing of _____	Multiple Choice Single Answer	Easy	100	-
What is project scope?	Multiple Choice Single Answer	Easy	92	-
Elements of costing and budgeting&nbs;include	Multiple Choice Single Answer	Easy	92	-
What is the term for the costing technique which bases its data on the past projects of other companies in an industry?	Multiple Choice Single Answer	Easy	33	-
Analogous estimates are based on past projects.	Multiple Choice Single Answer	Easy	83	-

Question	Type	Level	% Correct	#Linked Assessments
Project management processes can be organised into how many groups?	Multiple Choice Single Answer	Easy	100	-
What does scheduling establish?	Multiple Choice Single Answer	Easy	100	-
The Validate&nbs;Scope&nbs;process involves _____	Multiple Choice Single Answer	Easy	100	-
Which control process&nbs;involves managing contracts and monitoring performance of subcontracted work?	Multiple Choice Single Answer	Easy	44	-
True or False: Meetings are critical to the Control Communications&nbs;process.	Multiple Choice Single Answer	Easy	100	-
Which life cycle is often ignored during an implementation project?	Multiple Choice Single Answer	Easy	78	-
What is the initial step in the procedure for the documentation of changes in a project?	Multiple Choice Single Answer	Easy	22	-
What are pulse meetings?	Multiple Choice Single Answer	Easy	44	-
What type of report shows&nbs;what has actually happened on a project against what was expected&nbs;to have happened on the project?	Multiple Choice Single Answer	Easy	33	-
True or False: &lsquo;A technical review is attended by people who are always part of the project team.&rsquo;	Multiple Choice Single Answer	Easy	67	-
Which is&nbs;NOT&nbs;a valid process within Project Scope management?	Multiple Choice Single Answer	Easy	40	-
What is the first necessary input for Initiation of the Project scope?	Multiple Choice Single Answer	Easy	20	-
What type of project selection method includes&nbs;comparative approaches, scoring models, benefit contribution, or economic models?	Multiple Choice Single Answer	Easy	20	-
True or False: &ldquo;Constraints are factors that will limit the project management team&rsquo;s options&nbs;Contractual provisions are also included as a constraint&rdquo;	Multiple Choice Single Answer	Easy	80	-
What forms the basis for an agreement between the project team and the project customer?	Multiple Choice Single Answer	Easy	60	-
Which is&nbs;NOT&nbs;a tool or technique for Scope Planning?	Multiple Choice Single Answer	Easy	80	-
In Scope definition, what input is broken down into manageable components?	Multiple Choice Single Answer	Easy	20	-
What does WBS stand for as a tool for Scope Definition	Multiple Choice Single Answer	Easy	100	-
Decomposition involves subdividing the major project deliverables into smaller, more manageable components	Multiple Choice Single Answer	Easy	100	-
Scope verification is the process of&nbs;_____	Multiple Choice Single Answer	Easy	80	-
What is not an output of Scope Change Control	Multiple Choice Single Answer	Easy	100	-
True or False: &lsquo;Scope change control is concerned with&nbs;influencing the factors which create scope changes to ensure that changes are beneficial&rsquo;	Multiple Choice Single Answer	Easy	100	-
Which statement about&nbs;Project Quality Management&nbs;is correct?	Multiple Choice Single Answer	Easy	100	-
What combination is required for&nbs;Customer satisfaction?&nbs;A conformance to specifications and	Multiple Choice Single Answer	Easy	80	-

Question	Type	Level	% Correct	#Linked Assessments
Complete the sentence: "Quality is planned in, not _____ in."	Multiple Choice Single Answer	Easy	40	-
Which is an Input to Quality Planning	Multiple Choice Single Answer	Easy	80	-
What does "benchmarking" mean?	Multiple Choice Single Answer	Easy	80	-
What is a control chart?	Multiple Choice Single Answer	Easy	60	-
True or False: "Trend Analysis is often used to monitor technical performance";	Multiple Choice Single Answer	Easy	60	-
Project Communications Management provides critical links between people, ideas & _____?	Multiple Choice Single Answer	Easy	60	-
True or False: Constraints are factors that won't limit the project management team's options in any way.	Multiple Choice Single Answer	Easy	80	-
What is the only Output of the Communications Planning process?	Multiple Choice Single Answer	Easy	80	-
Written, oral, listening and speaking are forms of what?	Multiple Choice Single Answer	Easy	80	-
True or False: "Performance reporting includes forecasting.";	Multiple Choice Single Answer	Easy	80	-
Project Tracking refers to the management of projects, which include_____	Multiple Choice Single Answer	Easy	100	-
Timesheets provide an accurate view of the hours being billed	Multiple Choice Single Answer	Easy	100	-
What is the purpose of Project status reporting?	Multiple Choice Single Answer	Easy	100	-
Which is not a category within a status report?	Multiple Choice Single Answer	Easy	100	-
True or False: "Project Progress does not include milestones";	Multiple Choice Single Answer	Easy	100	-
A legally agreement between two or more parties to perform or to refrain from some act now or in the future;	Multiple Choice Single Answer	Easy	-	-
In an agreement one party must offer to enter into a pact; and the other party must accept the terms of the offer;	Multiple Choice Single Answer	Easy	-	-
Contractual capacity is something of value received or promised to convince a party to agree to the deal;	Multiple Choice Single Answer	Easy	-	-
Both parties must be competent to enter into an agreement;	Multiple Choice Single Answer	Easy	-	-
The contract purpose must be to accomplish some goal that is legal and not against public policy	Multiple Choice Single Answer	Easy	-	-
The code of practice; Promote the lowest standards within the Construction Industry by seeking the commitment of all those covered by this Code;	Multiple Choice Single Answer	Easy	-	-
The code of practice; Seek to promote goodwill in the industry and prevent disputes by observing agreements, statutory requirements and obligations of employment;	Multiple Choice Single Answer	Easy	-	-
The ethics that leaders in an organisation use to manage	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
employees may have an effect on the morale and loyalty of workers				
The ethical philosophy an organisation uses to conduct business does not affect the reputation, productivity and bottom line of the business;	Multiple Choice Single Answer	Easy	-	-
The leaders of a business may create an ethical culture by exhibiting the type of behaviour; they had like to see in employees.	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..&nbsp;also&nbsp;called specs, are the details for the work that needs to be completed in a construction project.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;discuss the operational requirements of a project.	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;are used when you need to use a single type of product&nbsp;for any kind of installation.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
&nbsp;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;.....&nbsp;foc us on the details for the types of materials used and the installation of said materials.	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;list of the materials and labour operations necessary to construct a building, together with a measurement of the quantities of materials and work involved.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;... complements and amplifies the information given on the drawings and/or in the bill of quantities	Multiple Choice Single Answer	Easy	-	-
&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;..are provided to tendering contractors when a project is let on a &lsquo;with quantities&rsquo; basis.&nbsp;	Multiple Choice Single Answer	Easy	-	-
.....contains the contractor&rsquo;s formal offer to carry out the works identified in the other tender documents for the quoted price(s)&nbsp;	Multiple Choice Single Answer	Easy	-	-
This&nbsp;usually takes the form of an advertisement in the national or local press stating that tenders are required to carry out a construction contract.	Multiple Choice Single Answer	Easy	-	-
.....is the briefing document which forms the basis for the subsequent Contractor&rsquo;s Proposals	Multiple Choice Single Answer	Easy	-	-
Identify which of the following elements have not played a part in the rapid growth of Social media	Multiple Choice Single Answer	Easy	50	-
Which of the following is not an example of a Social Media Platform	Multiple Choice Single Answer	Easy	83	-
The following elements are examples of Digital Marketing	Multiple Choice Single Answer	Easy	17	-
The benefits of Digital Marketing include	Multiple Choice Single Answer	Easy	50	-
Digital Marketing does not include:	Multiple Choice Single Answer	Easy	83	-
Guidelines when designing your website include:	Multiple Choice Single Answer	Easy	100	-
Guidelines for a &ldquo;Call to Action&rdquo; include:	Multiple Choice Single Answer	Easy	100	-
When reviewing your Website layout pay special attention to:	Multiple Choice Single Answer	Easy	17	-

Question	Type	Level	% Correct	#Linked Assessments
The following are all important factors for Search Engine Optimisation Ranking	Multiple Choice Single Answer	Easy	-	-
What is Google Adwords	Multiple Choice Single Answer	Easy	-	-
These are essential elements of a professional, easy to read Newsletter	Multiple Choice Single Answer	Easy	33	-
The following steps are vital when measuring the progress of your Marketing plan	Multiple Choice Single Answer	Easy	17	-
Align Social Media marketing goals with the overall goals of your company, ensure that they are:	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a search engine?	Multiple Choice Single Answer	Easy	40	-
SEO is short for Search Engine Optimisation, it is a marketing discipline focused on growing visibility in organic (non-paid) search engine results	Multiple Choice Single Answer	Easy	60	-
Keyword stuffing, Article Spinning and Link farms are examples of Meta Tags	Multiple Choice Single Answer	Easy	40	-
The Title tag which appears on the head block of a page is a meta tag	Multiple Choice Single Answer	Easy	-	-
Google Ads works faster than Search Engine Optimization.	Multiple Choice Single Answer	Easy	40	-
All except one are the benefits of Google Analytics	Multiple Choice Single Answer	Easy	40	-
_____ is an Internet Advertising model used to direct traffic to Website, in which advertisers pay the publisher (typically a website owner) when the ad is clicked	Multiple Choice Single Answer	Easy	100	1
The percentage of visitors to a particular website who navigate away from the site after viewing only one page. This is called the _____.	Multiple Choice Single Answer	Easy	80	-
_____ is a technology that facilitates communication and sharing by using a platform.	Multiple Choice Single Answer	Easy	80	-
The biggest social network on the web, both in terms of name recognition and total users (approx. 2 billion active users globally).	Multiple Choice Single Answer	Easy	60	-
Marketing can be seen as the action taken by a business to _____ a product or service	Multiple Choice Single Answer	Easy	100	-
The main purpose of Marketing is to _____ customer needs	Multiple Choice Single Answer	Easy	88	-
The ideal customer profile includes	Multiple Choice Single Answer	Easy	88	-
Advertising and Marketing are the same thing	Multiple Choice Single Answer	Easy	75	-
Advertising is described as everything an organization does to build a relationship between the company and consumer.	Multiple Choice Single Answer	Easy	38	-
The Marketing Research Process	Multiple Choice Single Answer	Easy	100	-
Primary Research is already compiled and organised by government agencies and trade associations.	Multiple Choice Single Answer	Easy	50	-
Exploratory Research seeks to find out what potential consumers think and feel about a given subject	Multiple Choice Single Answer	Easy	100	-
Exploratory Research is known as	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Quantitative Research is based on	Multiple Choice Single Answer	Easy	50	-
The Micro Environment is an internal factor of the business it consists of:	Multiple Choice Single Answer	Easy	-	-
Economic factors include region, country, age, educational level, ethnicity, lifestyle, cultural norms and values.	Multiple Choice Single Answer	Easy	80	-
The PESTLE analysis provides a detailed analysis of the Business Environment	Multiple Choice Single Answer	Easy	100	-
The Term Pestle denotes the following business factors	Multiple Choice Single Answer	Easy	20	-
Legal Factors include:	Multiple Choice Single Answer	Easy	60	-
Market segments are composed of consumers who will respond similarly to marketing strategies and who share traits such as similar interests, needs, or locations.	Multiple Choice Single Answer	Easy	100	-
Select the missing word from the options below: The term market refers to the group of _____ or organizations that is interested in the product, has the resources to purchase the product, and is permitted by law and other regulations to acquire the product.	Multiple Choice Single Answer	Easy	100	-
Which one of the following is NOT a benefit of market segmentation?	Multiple Choice Single Answer	Easy	67	-
Which one of the following is NOT a market segment?	Multiple Choice Single Answer	Easy	67	-
There are no specific requirements for a market to be segmented.	Multiple Choice Single Answer	Easy	100	-
Consumer behaviour refers to the actions of the consumers in the marketplace and the underlying motives for those actions.	Multiple Choice Single Answer	Easy	67	-
Any marketing persuades a prospective client to purchase the product or service you are selling.	Multiple Choice Single Answer	Easy	50	-
Which one of the most important need in Maslow's hierarchy of needs?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is NOT a type of consumer behaviour?	Multiple Choice Single Answer	Easy	67	-
Gathering information is the first step in the consumer decision making process.	Multiple Choice Single Answer	Easy	33	-
As a marketer, you'll need a good marketing plan to provide direction and focus for your brand, product, or company.	Multiple Choice Single Answer	Easy	100	-
Select the correct combination of 4 P's below:	Multiple Choice Single Answer	Easy	83	-
Which one of the following is NOT a step in the design process?	Multiple Choice Single Answer	Easy	17	-
Which one of the following is NOT a reason why companies make use of promotion?	Multiple Choice Single Answer	Easy	50	-
Which one of the following is NOT a step in the design process?	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial leadership is an old and ancient type of leadership.	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial leadership is a unique concept combining the identification of opportunities, risk taking beyond security and being resolute enough to follow through.	Multiple Choice Single Answer	Easy	-	-
The manager innovates, the leader administers.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Entrepreneurial leaders must be flexible and should change with the plans for progress of work	Multiple Choice Single Answer	Easy	-	-
A good business can be grown without a team	Multiple Choice Single Answer	Easy	-	-
Compensation is extremely important for emerging firms to acquire core talents	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial firms often acquire the core employees through advertisement as opposed to networks	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial management leadership is all about breaking new ground and going beyond the known.	Multiple Choice Single Answer	Easy	-	-
Small companies are well known for training human resources as the costs are always factored in the budget.	Multiple Choice Single Answer	Easy	-	-
Corporate entrepreneurship is also called intrapreneurship.	Multiple Choice Single Answer	Easy	-	-
Traditional marketing recognises the entrepreneur as the focal point of marketing.	Multiple Choice Single Answer	Easy	-	-
Viral marketing is one of the marketing methods used by successful entrepreneurs.	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial marketing plays no role in managing risk in the entrepreneurial firm.	Multiple Choice Single Answer	Easy	-	-
Entrepreneurial marketing firms tend to have a focus on the customer as opposed to the entrepreneur.	Multiple Choice Single Answer	Easy	-	-
Firms that adopt EM are proactive and innovative.	Multiple Choice Single Answer	Easy	-	-
The world's largest conglomerates, has information-technology needs except small sole proprietorship.	Multiple Choice Single Answer	Easy	-	-
An effective management information system makes it easy to handle large volumes of data, to confirm the validity of information.	Multiple Choice Single Answer	Easy	-	-
Information is always constant and never dynamic	Multiple Choice Single Answer	Easy	-	-
Information systems is a tool that is used in order to achieve high levels of efficiency and productivity in business operations.	Multiple Choice Single Answer	Easy	-	-
Monitoring and controlling the activities of employees is not a core function of information systems.	Multiple Choice Single Answer	Easy	-	-
Social entrepreneurs are resistant to change as it disturbs the social arena.	Multiple Choice Single Answer	Easy	-	-
To support social entrepreneurship, it is necessary to conduct a hidden social activity, in accordance with ethical principles because only thus will attract many followers.	Multiple Choice Single Answer	Easy	-	-
Social entrepreneurs consider failure as a part of the innovation process and not as a personal tragedy.	Multiple Choice Single Answer	Easy	-	-
Profit is primary for social entrepreneurs, as it determines their survival in the business environment.	Multiple Choice Single Answer	Easy	-	-
Social entrepreneurs reduce the gap between rural and urban areas.	Multiple Choice Single Answer	Easy	-	-
From the list give below, identify 5 causes of entrepreneurial failure. (5)	Multiple Choice Multiple Answer	Easy	-	-
What term can a design proposal also be referred to as?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Why would a designer not have direct access to the client for more information on a proposal in a tender brief?	Multiple Choice Single Answer	Easy	100	-
True or False: You should structure your proposal by starting with the problem.	Multiple Choice Single Answer	Easy	100	-
What is a problem statement?	Multiple Choice Single Answer	Easy	100	-
In a proposal, after demonstrating and explaining your solution you should clarify the next step. What does this include?	Multiple Choice Single Answer	Easy	89	-
Which statement is NOT true about conceptualising a plan?	Multiple Choice Single Answer	Easy	70	-
Which of these is NOT part of the Design Cycle?	Multiple Choice Single Answer	Easy	100	-
What is the Analysis part of the design cycle?	Multiple Choice Single Answer	Easy	90	-
In the Research phase of the Design Cycle what would be researched?	Multiple Choice Single Answer	Easy	100	-
Actively managing feedback fall within which stage of the Design Cycle?	Multiple Choice Single Answer	Easy	80	-
What is a concept note?	Multiple Choice Single Answer	Easy	90	-
True or False: 'The length and the format for writing a concept note is always the same';	Multiple Choice Single Answer	Easy	100	-
Which of these is NOT within the Concept Note Template?	Multiple Choice Single Answer	Easy	20	-
Which is not a valid advantage of a concept note?	Multiple Choice Single Answer	Easy	90	-
True or False: 'Concept notes are generally binding documents that have been submitted';	Multiple Choice Single Answer	Easy	80	-
Delegating refers to ...;	Multiple Choice Single Answer	Easy	88	-
True or False: 'By delegating work, managers are able to coach, train, and develop competent employees, making them more valuable to the organization.';	Multiple Choice Single Answer	Easy	100	-
Which is not a main concept of delegation?	Multiple Choice Single Answer	Easy	50	-
Accountability means...;	Multiple Choice Single Answer	Easy	100	-
What is a term sometimes associated with outsourcing to a local service-provider?	Multiple Choice Single Answer	Easy	75	-
Which is a valid reason for tracking actual costs and resource usage?	Multiple Choice Single Answer	Easy	100	-
When is building a historical database through the tracking of actuals in an organisation most useful?	Multiple Choice Single Answer	Easy	83	-
True or False: 'Resistance to formal tracking of project management data is normal';	Multiple Choice Single Answer	Easy	83	-
If you're using Project Server or a specialised project management software to track status on work, what could be a good idea?	Multiple Choice Single Answer	Easy	100	-
What is Scope Creep?	Multiple Choice Single Answer	Easy	67	-
A travel Itinerary is a document that provides the tourist with	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
information regarding:				
Which of the following elements is not presented in the itinerary:	Multiple Choice Single Answer	Easy	-	-
The following process does not form part of creating an itinerary	Multiple Choice Single Answer	Easy	-	-
Indicate whether the following is True or False:	Multiple Choice Single Answer	Easy	-	-
Indicate whether the following is True or False: The Itinerary is a valuable document and should be kept with the passports, visas, and proof of payments	Multiple Choice Single Answer	Easy	-	-
Indicate whether the following is True or False: The travel industry is static and remains unchanged for many years	Multiple Choice Single Answer	Easy	-	-
Which of the following non-media elements is a great way to stay on trend?	Multiple Choice Single Answer	Easy	-	-
State whether True or False: Attending festivals, exhibitions, and events provide little research opportunity for the travel planner	Multiple Choice Single Answer	Easy	-	-
The following social media platform does not deliver the best information of travel trends:	Multiple Choice Single Answer	Easy	-	-
Online platforms such as _____ provide a wealth of travel information.	Multiple Choice Single Answer	Easy	-	-
Design thinking is a _____-centred approach to innovation.	Multiple Choice Single Answer	Easy	80	-
Which company was one of the first design companies to showcase their design process?	Multiple Choice Single Answer	Easy	100	-
What does an iterative, non-linear approach mean?	Multiple Choice Single Answer	Easy	90	-
The Emphasise stage involves &hellip;&hellip;	Multiple Choice Single Answer	Easy	80	-
The Design Thinking process is the same as The Graphic Design Process	Multiple Choice Single Answer	Easy	90	-
How many steps are in the Design Process?	Multiple Choice Single Answer	Easy	100	-
Which stage can be described as ‘‘an opportunity to clarify the plan for your project; to narrow the focus and direction to make it as effective as possible.’’	Multiple Choice Single Answer	Easy	50	-
When receiving an initial brief from a new client, the brief may be vague and contain insufficient information.	Multiple Choice Single Answer	Easy	92	-
In what step would prototypes be made?	Multiple Choice Single Answer	Easy	58	-
Which part of the design process is where your design becomes a reality and tangible?	Multiple Choice Single Answer	Easy	75	-
Ethnography means	Multiple Choice Single Answer	Easy	90	-
Ambiguity means that a design has a distinct and defined message.	Multiple Choice Single Answer	Easy	70	-
What are ‘‘conventions’’ in the context of design research?	Multiple Choice Single Answer	Easy	70	-
Semiotics is the study of	Multiple Choice Single Answer	Easy	80	-
Using prior knowledge and experience to interpret,	Multiple Choice Single Answer	Easy	50	-

Question	Type	Level	% Correct	#Linked Assessments
understand and create meaning from what we see and hear is called:				
What is the first step in allocating time to a design process?	Multiple Choice Single Answer	Easy	75	-
What should be done to activities to be able to allocate time to them?	Multiple Choice Single Answer	Easy	100	-
What should you do as soon as you have a deadline date?	Multiple Choice Single Answer	Easy	88	-
True or False: &lsquo;Some design projects require a lot more research than others which is why the allocation of realistic time is so important&rsquo;;	Multiple Choice Single Answer	Easy	100	-
True or False:&rdquo; You shouldn&rsquo;t share your schedule with anyone.&rdquo;	Multiple Choice Single Answer	Easy	100	-
Which is NOT a Research resource pitfall?	Multiple Choice Single Answer	Easy	71	-
True or False: &ldquo;Wikipedia is a reliable source for research.&rdquo;;	Multiple Choice Single Answer	Easy	100	-
What does bias mean?	Multiple Choice Single Answer	Easy	100	-
Primary research can be qualitative, quantitative or _____	Multiple Choice Single Answer	Easy	86	-
There are two methods that define the type of data that&#39;s being collected. Qualitative and _____	Multiple Choice Single Answer	Easy	100	-
The practicalities of the research needs to be carefully considered, such as:	Multiple Choice Single Answer	Easy	100	-
What are the two types of evaluative studies?	Multiple Choice Single Answer	Easy	100	-
Which type of research works well for a topic where little or nothing is known about it?	Multiple Choice Single Answer	Easy	50	-
Which is research method is about taking the research you have conducted and being able to use those insights to decide on which problem you want to solve and create solutions for it.	Multiple Choice Single Answer	Easy	50	-
Design research allows us to understand complex human behaviour by getting to the root of a problem by understanding a user&rsquo;s needs.	Multiple Choice Single Answer	Easy	100	-
The civil construction supply chain is characterized by fragmentation, instability, unique designs, high labor dependence, and by disregarding levels of uncertainty	Multiple Choice Single Answer	Easy	50	-
Trust is based on the belief that the parties will act in opposition to common interests	Multiple Choice Single Answer	Easy	-	-
Lead times are not affected by variables such as strikes, holiday periods, inclement weather and so on	Multiple Choice Single Answer	Easy	50	-
Material Requirements Planning (MRP) is a manual-based production planning and inventory control system	Multiple Choice Single Answer	Easy	-	-
Request for quotation (RFQ) is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services.	Multiple Choice Single Answer	Easy	100	-
Productivity is considered more suitable than profitability as a measure for monitoring manufacturing excellence	Multiple Choice Single Answer	Easy	-	-
Profitability is a crucial indicator for a company because it shows whether the company is making money with its business.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Labour resources are defined as resources of available manpower	Multiple Choice Single Answer	Easy	100	-
Construction supervisors do not develop and implement quality control programs	Multiple Choice Single Answer	Easy	100	-
Construction supervisors do not have to be on call whenever delays or emergencies at the work site require it.	Multiple Choice Single Answer	Easy	100	-
Lead times reflect the time taken to carry out an order, however, they are also affected by other variables, such as market conditions	Multiple Choice Single Answer	Easy	-	-
Upstream Measures involves financial tracking and loss cost allocation	Multiple Choice Single Answer	Easy	-	-
Lead times are a measure of the amount of time that elapses between initiating a process and completing that process.	Multiple Choice Single Answer	Easy	-	-
Downstream Measure involves the establishment and verification of critical activities in the field that are designed to prevent injury.	Multiple Choice Single Answer	Easy	-	-
Negotiations are typically used to determine the highest price and payment terms, delivery and production time, quality standards and more.	Multiple Choice Single Answer	Easy	-	-
The practice of assigning part of the obligations and tasks under a contract to another party known as a subcontractor	Multiple Choice Single Answer	Easy	100	-
Subcontracts may only cover the execution of an unlimited part of the project.	Multiple Choice Single Answer	Easy	50	-
Subcontracting is especially prevalent in areas where complex projects are the norm, such as construction and information technology.	Multiple Choice Single Answer	Easy	50	-
A subcontractor who contracts with the main contractor to supply or fix any materials or goods or execute work forming part of the main contract.	Multiple Choice Single Answer	Easy	100	-
Subcontracts may only cover the execution of an unlimited part of the project.	Multiple Choice Single Answer	Easy	-	-
. Many factors needs to be outlined before the actual problem-solving & designing begins, which is not one of them?	Multiple Choice Single Answer	Easy	78	-
Which statement is not true about projects?	Multiple Choice Single Answer	Easy	100	-
True or False: 'The temporary nature of projects indicates that a project has a definite beginning and end.'	Multiple Choice Single Answer	Easy	89	-
Business value can be defined as ...	Multiple Choice Single Answer	Easy	78	-
Which is NOT considered a tangible benefit of a project?	Multiple Choice Single Answer	Easy	44	-
Which is not one of the 3 steps in creating a project plan?	Multiple Choice Single Answer	Easy	100	-
A work breakdown structure is needed to visually break down a project into manageable sections.	Multiple Choice Single Answer	Easy	100	-
People understand processes, steps and priorities better when they are _____?	Multiple Choice Single Answer	Easy	100	-
'You have to finish a design before it can go to print.' Is an example of which task dependency?	Multiple Choice Single Answer	Easy	50	-
Milestones in a project cannot be used to acknowledge achievements and accomplishments.	Multiple Choice Single Answer	Easy	90	-

Question	Type	Level	% Correct	#Linked Assessments
Tasks can be grouped together into work packages.	Multiple Choice Single Answer	Easy	100	-
Choose which is NOT a skill needed to be a project manager	Multiple Choice Single Answer	Easy	100	-
What are the two types of teams?	Multiple Choice Single Answer	Easy	90	-
Project managers may need to make trade-offs between the people who would be the first choice and those who are actually available.	Multiple Choice Single Answer	Easy	90	-
Problems with external recruiting can be that_____	Multiple Choice Single Answer	Easy	50	-
Research at multiple stages of the Project process and Design process is necessary to establish_____	Multiple Choice Single Answer	Easy	100	-
Which is NOT a cost factor to consider?	Multiple Choice Single Answer	Easy	86	-
True or False: &lsquo;The most capital intensive part of a print project is the printing and/or manufacture of the final product.&#39;	Multiple Choice Single Answer	Easy	86	-
Why can an individual&rsquo;s experience play a major role in delivery times?	Multiple Choice Single Answer	Easy	100	-
True or False: &lsquo;Determining which service providers can complete the production in-house makes no difference to delivery times or cost.&rsquo;	Multiple Choice Single Answer	Easy	57	-
Before starting any type of artwork it is essential to know _____?	Multiple Choice Single Answer	Easy	67	-
CMYK can be defined as _____	Multiple Choice Single Answer	Easy	100	-
When designing for digital applications, what should the dimensions be in?	Multiple Choice Single Answer	Easy	100	-
A print-ready file is usually in what format?	Multiple Choice Single Answer	Easy	100	-
All design software has export options for JPEG and PNG.	Multiple Choice Single Answer	Easy	100	-
Quality in the brief refers to_____	Multiple Choice Single Answer	Easy	100	-
Quality Criteria allows quality to be measured at various points in its development life cycle.	Multiple Choice Single Answer	Easy	100	-
Two of the main tools of quality assurance are quality audits and _____	Multiple Choice Single Answer	Easy	88	-
Which is not a relevant question about Colour?	Multiple Choice Single Answer	Easy	63	-
When comparing designs for Imagery and Tone, you should ask &lsquo;which option provides the right voice?&rsquo;	Multiple Choice Single Answer	Easy	88	-
Project management is _____	Multiple Choice Single Answer	Easy	100	-
Which is NOT a valid outcome of a poorly managed project?	Multiple Choice Single Answer	Easy	89	-
Which is the starting phases of the project life cycle	Multiple Choice Single Answer	Easy	67	-
Development life cycles can be describes as_____	Multiple Choice Single Answer	Easy	100	-
True or False: &lsquo;A hybrid life cycle is a combination of a	Multiple Choice Single Answer	Easy	22	-

Question	Type	Level	% Correct	#Linked Assessments
predictive and an iterative life cycle&rsquo;				
How many process groups are there usually within a Project?	Multiple Choice Single Answer	Easy	100	-
Which is NOT a valid Process group?	Multiple Choice Single Answer	Easy	60	-
Which is the starting phases of the project life cycle	Multiple Choice Single Answer	Easy	10	-
Development life cycles can be describes as_____	Multiple Choice Single Answer	Easy	90	-
True or False: &lsquo;The Project Management Knowledge Areas are areas of specialization that are commonly employed when managing projects&rsquo;	Multiple Choice Single Answer	Easy	100	-
How are project phases normally named?	Multiple Choice Single Answer	Easy	86	-
Being a visionary is a leadership quality?	Multiple Choice Single Answer	Easy	86	-
Which is NOT the way in which a leader should communicate?	Multiple Choice Single Answer	Easy	100	-
True or False: &lsquo;Being able to build effective teams is NOT a leadership skill&rsquo;	Multiple Choice Single Answer	Easy	86	-
A leader focusing on the important things includes:	Multiple Choice Single Answer	Easy	100	-
The benefits of Email Marketing include:	Multiple Choice Single Answer	Easy	57	-
When creating and email strategy, it is advisable to be unstructured so as to allow for things to flow organically.	Multiple Choice Single Answer	Easy	100	-
The PESTLE analysis, includes all of the external factors that influence your business. The Economic elements include all of the following except for:	Multiple Choice Single Answer	Easy	14	-
When defining your goals and objectives,	Multiple Choice Single Answer	Easy	29	-
The SMART framework is:	Multiple Choice Single Answer	Easy	57	-
What document should accompany any designs when presenting ideas to a client?	Multiple Choice Single Answer	Easy	-	-
What does &lsquo;prototype&rsquo; mean?	Multiple Choice Single Answer	Easy	-	-
A physical mock-up works well for product packaging design presentations.	Multiple Choice Single Answer	Easy	-	-
When presenting a logo design, how should the logo be presented to the client?	Multiple Choice Single Answer	Easy	-	-
What type of web design prototype can be considered as the skeleton and can be hand-drawn or computer-generated?	Multiple Choice Single Answer	Easy	-	-
What type of web design prototype can be considered as the skeleton and can be hand-drawn or computer-generated?	Multiple Choice Single Answer	Easy	-	-
Why should projects be analysed and then broken up into sections?	Multiple Choice Single Answer	Easy	-	-
In the SWOT acronym, the Strengths and Weaknesses are considered external factors.	Multiple Choice Single Answer	Easy	-	-
What does the &lsquo;O&rsquo; in SWOT stand for?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What would not be considered a threat?	Multiple Choice Single Answer	Easy	-	-
In SWOT, Weaknesses can be defined as _____	Multiple Choice Single Answer	Easy	-	-
What purpose does a Design Rationale serve?	Multiple Choice Single Answer	Easy	-	-
When writing your rationale, it is always helpful to include the visual documentation of your design.	Multiple Choice Single Answer	Easy	-	-
For a logo design's rationale what should be included?	Multiple Choice Single Answer	Easy	-	-
The Design Rationale should be made up of 3 sections, which of these is NOT one of these sections?	Multiple Choice Single Answer	Easy	-	-
Which is not a good tip for writing a rationale?	Multiple Choice Single Answer	Easy	-	-
Which is NOT a true statement with projects such as magazines?	Multiple Choice Single Answer	Easy	-	-
There are two ways to present your ideas, in person and remotely.	Multiple Choice Single Answer	Easy	-	-
Which is not a relevant professional video conferencing tool?	Multiple Choice Single Answer	Easy	-	-
With presenting remotely, which is NOT a major benefit?	Multiple Choice Single Answer	Easy	-	-
Which type of design would a soft launch apply to?	Multiple Choice Single Answer	Easy	-	-
What is the main purpose of a design portfolio?	Multiple Choice Single Answer	Easy	-	-
A portfolio is a communication tool, not a self-centred reflection of your personality.	Multiple Choice Single Answer	Easy	-	-
Which statement is true with regards to portfolio layout?	Multiple Choice Single Answer	Easy	-	-
Why should you include your sketches in your portfolio?	Multiple Choice Single Answer	Easy	-	-
Why is a digital portfolio important?	Multiple Choice Single Answer	Easy	-	-
Once you have deleted a Company it is easy to retrieve&nbsp;it&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
When creating a new company,&nbsp;it&nbsp;is Critical to add all of the Company&nbsp;details at the same time	Multiple Choice Single Answer	Easy	-	-
If you are unsure of your&nbsp;accounting information you can easily provide access to Sage One Accounting&nbsp;	Multiple Choice Single Answer	Easy	-	-
In Sage One Accounting you can process directly to System Accounts&nbsp;	Multiple Choice Single Answer	Easy	-	-
One is unable to access the last used company from the Open and Manage Screen&nbsp;	Multiple Choice Single Answer	Easy	-	-
Use the Gear icon to delete the company's data, when it is no longer required	Multiple Choice Single Answer	Easy	-	-
Once your account has been set up for customers to pay by Credit Card, the payment will be automatically reconciled	Multiple Choice Single Answer	Easy	-	-
When setting up Year-end dates, Bear in mind though that the year-end date and the next year start date must be consecutive dates.&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Non-Current liabilities can quickly be exchanged for money and are likely to change in one financial year;	Multiple Choice Single Answer	Easy	-	-
The reconciliation process also helps you know the value of the cheques that are not yet in your bank statement, so that you can plan your cash flow.	Multiple Choice Single Answer	Easy	-	-
We refer to the input that is done on all definitions as being:	Multiple Choice Single Answer	Easy	-	-
The Person who logs in and processes on Safe One Payroll is called the:	Multiple Choice Single Answer	Easy	-	-
The different screens in Sage One Payroll are called:	Multiple Choice Single Answer	Easy	-	-
The following information is required on the SIGN UP page:	Multiple Choice Single Answer	Easy	-	-
Select the following key to complete the sign up process:	Multiple Choice Single Answer	Easy	-	-
In order to add an employee, Sage one Payroll initially requires only 4 fields, which option is incorrect:	Multiple Choice Single Answer	Easy	-	-
Sage One Payroll reports can be exported in all of the following formats with the exception of:	Multiple Choice Single Answer	Easy	-	-
The following item is not available in list of Reports available on SAGE One Payroll ;	Multiple Choice Single Answer	Easy	-	-
Input Documents include all of the following except with the exception of:	Multiple Choice Single Answer	Easy	-	-
The Payroll Administrator must have all of the necessary information to process the employee's final payslip. The following item is not of importance:	Multiple Choice Single Answer	Easy	-	-
To change HISTORY, change the company's address details on the Company details view;	Multiple Choice Single Answer	Easy	-	-
The Employee Contribution field allows you to enter a value for the % that the employee will contribute.	Multiple Choice Single Answer	Easy	-	-
Adding a Medical Aid to the payslip;be done by adding the Transaction to the payslip itself;	Multiple Choice Single Answer	Easy	-	-
When adding an employee, you are not able to add the employee's salary in the Hours and Rates view.	Multiple Choice Single Answer	Easy	-	-
The basic salary line will not default on the payslip screen of monthly cycles;	Multiple Choice Single Answer	Easy	-	-
The Payslip Details view will display all the transactions on the employee's payslip in word format.	Multiple Choice Single Answer	Easy	-	-
The roll over or roll back functions can be performed from two different options. From the main navigation bar, click on Payroll and then select either Roll over to new processing period or Roll back to previous processing period.	Multiple Choice Single Answer	Easy	-	-
The Email payslip report can be selected by Department, Payroll or None.	Multiple Choice Single Answer	Easy	-	-
The employee's date of birth is used as the Password, the format is ddmmyyyy.	Multiple Choice Single Answer	Easy	-	-
The employee must furnish the employer with Bank statements for Income Tax purposes ;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Can 3D objects be created in the Layout environment?	Multiple Choice Single Answer	Easy	69	-
When you are updating a template will the past files update with the template?	Multiple Choice Single Answer	Easy	72	-
The Scrapbook in Layout is for?	Multiple Choice Multiple Answer	Easy	-	-
When you want to have content appear on every single sheet that you have in layouts what option do you need to set up?	Multiple Choice Single Answer	Easy	31	-
When in the layouts environment and picking a template size for sheets does it by default set the printing size?	Multiple Choice Single Answer	Easy	63	-
Can 3D objects be created in the Layout environment?	Multiple Choice Multiple Answer	Easy	-	-
When working with multiple roofs overlapping each other, what tools can be used to cut the intersections?	Multiple Choice Single Answer	Easy	42	-
When creating a roof it is a necessity to create the internal structure.	Multiple Choice Single Answer	Easy	88	-
When working with a roof the best thing to do is:	Multiple Choice Single Answer	Easy	63	-
SketchUp have roofing tools in the standard installation.	Multiple Choice Single Answer	Easy	79	-
When in the layouts environment and picking a template size for sheets does it by default set the printing size.	Multiple Choice Single Answer	Easy	60	-
When you want to have content appear on every single sheet that you have in layouts what option do you need to set up?	Multiple Choice Single Answer	Easy	30	-
What is the Scrapbook in Layout for?	Multiple Choice Multiple Answer	Easy	-	-
When you are updating a template will the past files update with the template?	Multiple Choice Single Answer	Easy	65	-
Can 3D objects be created in the Layout environment?	Multiple Choice Single Answer	Easy	75	-
What does HTML stand for?	Multiple Choice Single Answer	Easy	100	-
HTML tags are always surrounded by:	Multiple Choice Single Answer	Easy	100	-
What is the correct HTML for creating a hyperlink?	Multiple Choice Single Answer	Easy	75	-
Name an element which doesn't have a closing tag.	Multiple Choice Single Answer	Easy	100	-
Which of the following is the largest heading?	Multiple Choice Single Answer	Easy	100	-
The acronym CSS stands for what?	Multiple Choice Single Answer	Easy	100	-
In what way can you NOT reference CSS	Multiple Choice Single Answer	Easy	50	-
How to set the style for a specific HTML element with an id of "special"?	Multiple Choice Single Answer	Easy	100	-
What is the property used to set the class's text colour?	Multiple Choice Single Answer	Easy	25	-
If you wanted to position an element to the right in its container, what is a valid CSS property to use?	Multiple Choice Single Answer	Easy	100	-
Where do you set the units to be used in Navisworks?	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
What is the file extention?	Multiple Choice Single Answer	Easy	100	-
Where do you open your Saved views?	Multiple Choice Single Answer	Easy	-	-
What is Append in Navisworks?	Multiple Choice Multiple Answer	Easy	-	-
How do you change the global options?	Multiple Choice Single Answer	Easy	-	-
There is a variety of navigation aids available to assist navigating around models and these are located on the:	Multiple Choice Single Answer	Easy	-	-
View Cube is only active in 3D navigation and isn't available in 2D workspace.	Multiple Choice Single Answer	Easy	-	-
How do you control the speed and realism of the navigation?	Multiple Choice Single Answer	Easy	-	-
What is true about Collision in Navisworks?	Multiple Choice Multiple Answer	Easy	-	-
The tools to control how your model is displayed in the Scene View are located on the Render Style panel on the Viewpoint tab.	Multiple Choice Single Answer	Easy	-	-
The following mass selection commands are self-explanatory in how they apply the rules of selection.	Multiple Choice Multiple Answer	Easy	-	-
The Selection Inspector uses quick property definitions to define not only the search, but the properties to include in the search.	Multiple Choice Single Answer	Easy	-	-
Which of the following is not true about Navisworks?	Multiple Choice Multiple Answer	Easy	-	-
Only one section plane at a time can be manipulated using the sectioning gizmo unless they are linked.	Multiple Choice Single Answer	Easy	-	-
Navisworks performs two types of animation:	Multiple Choice Multiple Answer	Easy	-	-
This animation can then be turned into an avi file for playback using Windows Media Player using the Animation button on the Visuals panel of the Output tab or from the Export Animation button on the Export panel of the Animation tab.	Multiple Choice Single Answer	Easy	-	-
What is not supported in animation terms by Navisworks	Multiple Choice Single Answer	Easy	-	-
The animator tool is used to create animated objects in a model.	Multiple Choice Single Answer	Easy	-	-
A camera does not contain a list of viewpoints with an optional list of keyframes.	Multiple Choice Single Answer	Easy	-	-
Autodesk Rendering is used to apply textured materials, lighting, and environmental effects to the model to create a greater level of realism and therefore enhance visualisation	Multiple Choice Single Answer	Easy	-	-
Navisworks comes pre-loaded with the Autodesk material library already installed	Multiple Choice Single Answer	Easy	-	-
Users cannot create their own materials, but can modify the Autodesk materials	Multiple Choice Single Answer	Easy	-	-
This tool displays as Material Mapping until an object is selected when it will then display the type of material mapping set for the selected object, in the image the object selected has its mapping set to Box. How many types of mapping are available?	Multiple Choice Single Answer	Easy	-	-
Where can the display of the light glyphs be turned on or off	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
whilst working?				
The TimeLiner window is a dockable window used to attach items in the model to project tasks	Multiple Choice Single Answer	Easy	-	-
The Task Type column - contains three default categories in the drop-down menu	Multiple Choice Multiple Answer	Easy	-	-
New rules may not be created and added to the dialog list in the TimeLiner Rules	Multiple Choice Single Answer	Easy	-	-
The Field Selector Dialog Box is automatically launched when importing data from an external scheduling software	Multiple Choice Single Answer	Easy	-	-
You can use the Simulation Settings dialogue box to modify the simulation, the dialogue is opened from the settings button on the simulate tab.	Multiple Choice Single Answer	Easy	-	-
Using clash detection only replaces the traditionally long and tedious manual process	Multiple Choice Single Answer	Easy	-	-
The Clash Detective window is a dockable window with several tabs and settings that are used in combination to create and set-up clash tests.	Multiple Choice Single Answer	Easy	-	-
Hidden items are included in the clash tests	Multiple Choice Single Answer	Easy	-	-
Hidden items are included in the clash tests	Multiple Choice Single Answer	Easy	-	-
How many possible types of clashes are there?	Multiple Choice Single Answer	Easy	-	-
The property mapping tool allows for easy configuration of the global takeoff properties for a file whilst the Item Map Rules allow for specific items rules to be created.	Multiple Choice Single Answer	Easy	-	-
The Quantification workbook is the non-dockable main workspace where material takeoff information is measured, contained and saved	Multiple Choice Single Answer	Easy	-	-
Model properties are taken directly from the model and these are associated directly to the model object properties if they are available.	Multiple Choice Single Answer	Easy	-	-
Where will you find the Change Analysis tool?	Multiple Choice Single Answer	Easy	-	-
The Catalog resides outside the Navisworks file, and when a file is opened the you have to load the catalog and all the quantification settings	Multiple Choice Single Answer	Easy	-	-
Architects will prepare, at the end of the project, a schematic design based on the information and initial brief given to them by the client .	Multiple Choice Single Answer	Easy	-	-
The most recognized branch of engineering is Mechanical Engineering, the reason being that it directly affects the infrastructure used by society.	Multiple Choice Single Answer	Easy	-	-
A project manager is also often a client representative and has to determine and implement the needs of the client.	Multiple Choice Single Answer	Easy	-	-
The time constraint refers to the amount of time available to complete a project.	Multiple Choice Single Answer	Easy	-	-
The cost constraint refers to what must be done to produce the project end result.	Multiple Choice Single Answer	Easy	-	-
A legality is an agreement between two or more parties to perform or to refrain from some act now or in the future;	Multiple Choice Single Answer	Easy	-	-
In an agreement one party must offer to enter into a	Multiple Choice Single Answer	Easy	-	-



Question	Type	Level	% Correct	#Linked Assessments
test	Multiple Choice Single Answer	Easy	-	-
test 1	Multiple Choice Multiple Answer	Easy	-	-
1 3 2 1 3 2	Match the Column	Easy	-	1
1.&nbs;Question	Multiple Choice Single Answer	Easy	33	-
2.Question	Multiple Choice Single Answer	Easy	5	-
The following is an example of fixed cost?	Multiple Choice Single Answer	Easy	65	-
Time value of money&nbs;shows&nbs;us	Multiple Choice Single Answer	Easy	29	-
Marginal Revenue is NOT	Multiple Choice Single Answer	Easy	24	-
The ultimate objective of&nbs;the SA&nbs;monetary policy is to&nbs;	Multiple Choice Single Answer	Easy	88	-
The following rule inverts the inequality sign.&nbs;	Multiple Choice Single Answer	Easy	39	-
In the graph $g(X) = 2x+8$ ... what would&nbs;the&nbs;X coordinate be at the Y intercept&nbs;?â€¢&nbs;	Multiple Choice Single Answer	Easy	39	-
A square can be a&nbs;rectangle&nbs;but a rectangle cannot be a square?&nbs;	Multiple Choice Single Answer	Easy	35	-
3D Modelling can be used in&hellip;	Multiple Choice Single Answer	Easy	65	-
What is the Midpoint Interval of 7 and -3&nbs;	Multiple Choice Single Answer	Easy	53	-
What is the&nbs;direct Distance between Coordinates (0;0) and (4;3)?	Multiple Choice Single Answer	Easy	35	-
The angle created between coordinated points (0;0) and (5;5) equal &hellip;&hellip;&hellip;. degrees from the positive X axis&nbs;&nbs;	Multiple Choice Single Answer	Easy	41	-
The&nbs;vertical column of blocks is notated&nbs;by	Multiple Choice Single Answer	Easy	74	-
The&nbs;horizontal row&nbs;of blocks is notated&nbs;by&nbs;	Multiple Choice Single Answer	Easy	74	-
The&nbs;correct term for a block is known as the&nbs;	Multiple Choice Single Answer	Easy	100	-
The&nbs;correct term for a&nbs;Collective of sheets&nbs;is known as the&nbs;	Multiple Choice Single Answer	Easy	100	-
Under which Ribbon can you create a graphical representation of Data?	Multiple Choice Single Answer	Easy	70	-
Under Which Ribbon is the &ldquo;Solver&rdquo; function found?	Multiple Choice Single Answer	Easy	65	-
Solver is a tool that can&nbs; determine the &hellip;&hellip;&hellip; value of a cell by manipulating other variable cells with constraints.&nbs;	Multiple Choice Single Answer	Easy	91	-
Using solver, the &ldquo;&hellip;&hellip;&hellip;&rdquo;&nbs; cells are cells that will fluctuate in value within limitations to determine a desired output on the Target&nbs;Cell	Multiple Choice Single Answer	Easy	83	-
Cells that vary in visual properties based on their value are a	Multiple Choice Single Answer	Easy	48	-

Question	Type	Level	% Correct	#Linked Assessments
result of&hellip;				
which formula function would be used to determine the number of cells with information in them?&nbsp;	Multiple Choice Single Answer	Easy	61	-
Ms Access is a great tool&nbsp;to.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A database&nbsp;is...&nbsp;	Multiple Choice Single Answer	Easy	-	-
What is&nbsp;a DBMS?	Multiple Choice Single Answer	Easy	-	-
A Database Tool used for&nbsp;Storing and linking records with relationships to other databases?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Database&nbsp;Tool used for Inputting Data through a Graphic User Interface?	Multiple Choice Single Answer	Easy	-	-
Ms PowerPoint is a great tool for&hellip;&nbsp;	Multiple Choice Single Answer	Easy	90	-
&ldquo;&hellip;&rdquo; are a great way to maintain an overall aesthetic to a presentation by utilising a combination of text fonts colours and&nbsp;backgrounds&nbsp;	Multiple Choice Single Answer	Easy	70	-
Presentations can be enhanced by?&nbsp;	Multiple Choice Single Answer	Easy	95	-
Delivery of a presentation is important.&nbsp;A large amount of text on a presentation&hellip;&nbsp;	Multiple Choice Single Answer	Easy	65	-
&ldquo;&hellip;&rdquo; displays the final presentation on a public monitor while a more detailed view of upcoming slides to assist&nbsp;your&nbsp;presenting on a personal&nbsp;monitor	Multiple Choice Single Answer	Easy	70	-
Reports are best created using the following&nbsp;application	Multiple Choice Single Answer	Easy	82	-
Templates for formal documents can be found under the following&nbsp;Tab	Multiple Choice Single Answer	Easy	61	-
&nbsp;&ldquo;&hellip;&hellip;&rdquo; can be added to a word document to visually enhance the&nbsp;document&nbsp;	Multiple Choice Single Answer	Easy	97	-
Text heights fonts and colour can be made uniform using the &ldquo;&hellip;&rdquo; Ribbon under the Home tab	Multiple Choice Single Answer	Easy	48	-
Natural Buildings often rely on industrial, processed, internationally&nbsp;available, and&nbsp;non-renewable&nbsp;materials.&nbsp;	Multiple Choice Single Answer	Easy	50	-
Hybrids are&nbsp;one of the oldest natural building techniques, adobe involves creating a building material with earth and water &ndash; sometimes with straw added &ndash; which is then dried in the sun.&nbsp;	Multiple Choice Single Answer	Easy	50	-
Straw bale house construction is among the cheapest of all natural building techniques.&nbsp;	Multiple Choice Single Answer	Easy	50	-
Earth bags&nbsp;have&nbsp;long been used as a construction material in tropical climates in Asia, Central America and South America. It has great integral strength, meaning that it can be used for structural applications as well as decorative elements.&nbsp;	Multiple Choice Single Answer	Easy	50	-
Cordwood is a relatively quick technique, and typically uses timber that has been deemed worthless by conventional timber construction.&nbsp;	Multiple Choice Single Answer	Easy	50	-
The properties of crushed rock result from the origin and mineralogy of the source rock and its subsequent alteration and weathering.&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Crushed aggregates are usually made by mixing one part of Portland cement and two parts of crushed rocks by volume.	Multiple Choice Single Answer	Easy	50	-
In general, aggregates should be soft and smooth enough to resist crushing, degradation and disintegration from any associated activities.	Multiple Choice Single Answer	Easy	100	-
All aggregate is divided into two types: fine and coarse.	Multiple Choice Single Answer	Easy	100	-
Fine aggregate is used in making thick concrete slabs or other structural members.	Multiple Choice Single Answer	Easy	100	-
Lime is added to low quality soils to produce a usable base and sub base.	Multiple Choice Single Answer	Easy	100	-
Wear safety glasses with side shields to protect the eyes or if it's very dusty, goggles, also wear contact lenses.	Multiple Choice Single Answer	Easy	100	-
Lime, particularly quicklime, is an alkaline material that is reactive in the presence of moisture.	Multiple Choice Single Answer	Easy	100	-
Cement manufacture causes environmental impacts at only 1 stage of the process.	Multiple Choice Single Answer	Easy	50	-
Cement is that it is a fine grained powder that when it is mixed with water turns into a solid.	Multiple Choice Single Answer	Easy	100	-
Bitumen is an essential component of any pavement and is used widely throughout the world.	Multiple Choice Single Answer	Easy	100	-
Bitumen is a naturally occurring material and is found in large quantities in the solid or semi-solid forms of petroleum. It is also manufactured artificially in vast amounts globally.	Multiple Choice Single Answer	Easy	100	-
Fluxed bitumen's are those which are prepared with the addition of a volatile to reduce the thickness of the binder.	Multiple Choice Single Answer	Easy	50	-
Cut Back bitumen's are those bitumen which are prepared by the addition of relatively non-volatile oils to reduce the viscosity of the binder.	Multiple Choice Single Answer	Easy	50	-
Modified bituminous binder is those whose properties such as cohesive strength, adhesive property, elasticity or viscosity have been modified by the use of one or combined chemical agents.	Multiple Choice Single Answer	Easy	100	-
Orthographic projections are used in construction projects and show different views of the subject such as a building.	Multiple Choice Single Answer	Easy	100	-
Architectural drawings (A) include foundation, structural steel, building support system, and roof framing system along with sections and details.	Multiple Choice Single Answer	Easy	67	-
Structural drawings (S) include floor plans, elevations, building sections, door and window schedules, and room finishes.	Multiple Choice Single Answer	Easy	33	-
Drawings are usually arranged in the approximate order of construction.	Multiple Choice Single Answer	Easy	100	-
The Mechanical drawings (M) include heating, ventilating, and air conditioning (HVAC) plans, plumbing plans, sprinkler systems, and schedule for pipe and fittings.	Multiple Choice Single Answer	Easy	100	-
The drawing register is a minor document in the proper organisation of a working drawing project.	Multiple Choice Single Answer	Easy	67	-
Drawings should be stamped with their date of receipt.	Multiple Choice Single Answer	Easy	100	-
A master set of all the superseded drawings should not be kept in the site office.	Multiple Choice Single Answer	Easy	33	-

Question	Type	Level	% Correct	#Linked Assessments
Re-scheduling affects everyone and is difficult because there are so many people affected.	Multiple Choice Single Answer	Easy	100	-
Lack of communication is a common construction problem.	Multiple Choice Single Answer	Easy	100	-
Construction drawings are drawn to a reduced scale (smaller than actual size).	Multiple Choice Single Answer	Easy	67	-
The engineer's scale can be used to measure distances on a drawing by matching the drawing scale to the appropriate scale listed on the instrument.	Multiple Choice Single Answer	Easy	33	-
The purpose of the architect's scale is to be able to lay out larger areas of a project and get the project on one drawing.	Multiple Choice Single Answer	Easy	67	-
The internal dimensions must be equal to the overall external dimensions of the building.	Multiple Choice Single Answer	Easy	100	-
Window and door openings are located by their centre lines for frame construction.	Multiple Choice Single Answer	Easy	100	-
The specifications will either be written on the drawing or it will be compiled and an additional set of notes.	Multiple Choice Single Answer	Easy	100	-
The purpose of the specifications is to list all the materials and labour operations necessary to construct a building.	Multiple Choice Single Answer	Easy	100	-
The purpose of the bill of quantities is to describe in detail the type of materials to be used; the specifications complement the drawings.	Multiple Choice Single Answer	Easy	67	-
Project specifications will always take preference over the general specifications.	Multiple Choice Single Answer	Easy	67	-
The role of drawings is to show the graphical outlay of a building to be constructed.	Multiple Choice Single Answer	Easy	100	-
Density is a measure of how condensed the mass in a substance or object is.	Multiple Choice Single Answer	Easy	100	-
The density of a substance is the relationship between the mass of the substance and how much space it takes up (volume).	Multiple Choice Single Answer	Easy	100	-
Cold Water is an objective measurement of how hot or cold an object is.	Multiple Choice Single Answer	Easy	50	-
Density is less dense and will float on room-temperature water.	Multiple Choice Single Answer	Easy	100	-
The instantaneous speed is the limit of the average speed as the time interval approaches zero.	Multiple Choice Single Answer	Easy	50	-
Nuclear density gauges do not provide a direct reading of the density of a material.	Multiple Choice Single Answer	Easy	50	-
Testing of hardened concrete is the concrete that is still in a plastic or semi-plastic workable state.	Multiple Choice Single Answer	Easy	100	-
Testing of fresh concrete is concrete that has gained sufficient strength to no longer be termed a semi-liquid or weak solid.	Multiple Choice Single Answer	Easy	100	-
The slump test determines the ease with which concrete may be placed, compacted, and moulded.	Multiple Choice Single Answer	Easy	50	-
Atterberg Limit tests measure plasticity of a soil.	Multiple Choice Single Answer	Easy	50	-
Soil is an unconsolidated material that has resulted from the disintegration of rocks.	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
Fine-grained soils are silts and clays.	Multiple Choice Single Answer	Easy	100	-
The lowest quality of material generally used in road construction is G10, where it may be used in the construction of fills.&nbsp;	Multiple Choice Single Answer	Easy	50	-
Plasticity Test is a&nbs;p;part of soil is made with water so that it is soft and not sticky.&nbs;p;	Multiple Choice Single Answer	Easy	50	-
Dilatancy Test is small&nbs;p;quantity of soil is rolled into a thread form on a flat surface or on the palm.	Multiple Choice Single Answer	Easy	50	-
Geological and geotechnical investigations are crucial to establish various properties determining the behaviour of the soil / rocky strata at site.&nbs;p;	Multiple Choice Single Answer	Easy	100	-
Pressure meter tests are&nbs;p;irrelevant&nbs;p;in the hard clay /soft rocks /highly weathered / highly fractured rock.&nbs;p;	Multiple Choice Single Answer	Easy	100	-
Water samples are collected during the operation, resulting in collection of water used for drilling instead of ground water.	Multiple Choice Single Answer	Easy	50	-
The interpretation of test&nbs;p;results is a simple&nbs;p;task, this is due to the various parameters and variables influencing the materials.	Multiple Choice Single Answer	Easy	100	-
The construction site manager and/or supervisors will be to interpret the results of their project given to them by the geotechnical/cementitious laboratories.&nbs;p;&nbs;p;	Multiple Choice Single Answer	Easy	100	-
The problems associated with the construction of structures may have different aspects, such as settlement predictions, stability, and effects of groundwater.	Multiple Choice Single Answer	Easy	50	-
Complex&nbs;p;imitative&nbs;p;words should be used when writing a lab testing report.&nbs;p;	Multiple Choice Single Answer	Easy	50	-
Conduct a separate sieve analysis test for each fraction.	Multiple Choice Single Answer	Easy	100	-
All geotechnical engineering problems in civil engineering are solved by&nbs;p;only&nbs;p;theoretical knowledge&nbs;p;of&nbs;p;geology.	Multiple Choice Single Answer	Easy	50	-
After performing the investigation, experimentation, testing and analysis of results, there is a final step of communicating these findings effectively.	Multiple Choice Single Answer	Easy	50	-
Open tendering is the main tendering procedures employed by both the government and private sector.	Multiple Choice Single Answer	Easy	-	-
Selective tendering is used when all the information necessary to calculate a realistic price is available when tendering commences.	Multiple Choice Single Answer	Easy	-	-
Negotiated tenders are extensively used in the engineering and construction industry commencing from tendering till dispute resolutions.	Multiple Choice Single Answer	Easy	-	-
Single-stage tendering only allows suppliers to submit tenders by invitation.	Multiple Choice Single Answer	Easy	-	-
The higher the value of the contract, the smaller&nbs;p;&nbs;p;the procurement team &ndash; often involving senior management .	Multiple Choice Single Answer	Easy	-	-
Specifications and drawings&nbs;p;is&nbs;p;is a list of all required works (with all measurements already made) &ndash; the contractor needs to provide their rates for each of the works.	Multiple Choice Single Answer	Easy	-	-
Technical Skills-&nbs;p;expertise in procurement law providing&nbs;p;advise&nbs;p;to the tendering team.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Operational Skills-experience and in depth understanding of daily operational issues. Clear Understanding of the project brief and the problem solved.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Legal Skills-&nbsp;Expertise and knowledge on technical requirements. Up to speed on any new technical standards, case studies and protocols.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Quantity Survey is a complete estimate of the quantities of materials or items that may be required to accomplish the project concerned.	Multiple Choice Single Answer	Easy	-	-
Specifications and drawings is a list of all required works (with all measurements already made) &ndash; the contractor needs to provide their rates for each of the works.	Multiple Choice Single Answer	Easy	-	-
Specification of work is required to describe the quality and different materials needed for a construction work and is one of the essential contract documents.	Multiple Choice Single Answer	Easy	-	-
Specification is an essential contract document and is required for Arbitration or court cases.	Multiple Choice Single Answer	Easy	-	-
Initial cost appraisals is prepared during theâ€“project briefâ€“stage and carried through toâ€“detailed design.	Multiple Choice Single Answer	Easy	-	-
Elemental cost plan re studies of options prepared during the feasibility study stage.	Multiple Choice Single Answer	Easy	-	-
The committee&nbsp;verifies that all tender envelopes were sealed and in good condition.	Multiple Choice Single Answer	Easy	-	-
Technical and financial tenders must be placed in a single sealed envelope, itself placed in a package or outer envelope.	Multiple Choice Single Answer	Easy	-	-
The qualification criteria must be clearly stated in the tender documentation and their order of importance is not relevant.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The purpose of the tender opening session is to check that the tenders are complete, that the requisite tender guarantee has been provided and that the tenders are generally in order.	Multiple Choice Single Answer	Easy	-	-
The first meeting of the Evaluation Committee is held before the actual evaluation starts.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Test question 1	Multiple Choice Single Answer	Easy	67	-
Test question 2	Multiple Choice Single Answer	Easy	11	-
Test question 3	Multiple Choice Single Answer	Easy	-	-
This is test question 4	Multiple Choice Single Answer	Easy	22	-
This is test question 5	Multiple Choice Single Answer	Easy	22	-
This is a question with single choice answer (1)	Multiple Choice Single Answer	Easy	-	-
This is a question with single choice answer (2)	Multiple Choice Single Answer	Easy	-	-
This is a question with single choice answer (3)	Multiple Choice Single Answer	Easy	-	-
This is a question with single choice answer (4)	Multiple Choice Single Answer	Easy	-	-
test	Match the Column	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Test question 6	Multiple Choice Multiple Answer	Easy	-	-
Test question 7	Multiple Choice Multiple Answer	Easy	-	-
Which toolbar gives you quick access to frequently used commands?	Multiple Choice Single Answer	Easy	100	-
Which Microsoft Word feature will automatically correct certain text as you type?	Multiple Choice Single Answer	Easy	100	-
What options are available when performing a help search with Tell Me?	Multiple Choice Single Answer	Easy	-	-
What is the command sequence to show or hide formatting marks?	Multiple Choice Single Answer	Easy	-	-
What is the keyboard shortcut to open the Print category of Backstage view?	Multiple Choice Single Answer	Easy	100	-
Which group on the Home tab contains most font formatting commands?	Multiple Choice Single Answer	Easy	20	-
Which tool allows you to analyze the text around the location of the cursor?	Multiple Choice Single Answer	Easy	20	-
What is the command sequence to show or hide the ruler?	Multiple Choice Single Answer	Easy	80	-
What is the shortcut to open the Find and Replace dialog box to the Replace tab?	Multiple Choice Single Answer	Easy	100	-
Which tabs contain the Line and Paragraph Spacing command?	Multiple Choice Single Answer	Easy	20	-
Which two contextual tabs are available when working with tables?	Multiple Choice Single Answer	Easy	33	-
What are the horizontal components of tables properly referred to as?	Multiple Choice Single Answer	Easy	17	-
Which keyboard shortcut allows you to move to the last column of a table?	Multiple Choice Single Answer	Easy	83	-
List two ways to insert a row into a table	Multiple Choice Single Answer	Easy	17	-
Which dialog box contains many settings for tables?	Multiple Choice Single Answer	Easy	83	-
What is the command sequence to sort a paragraph of text?	Multiple Choice Single Answer	Easy	40	-
What tab contains commands to create and manage all types of lists?	Multiple Choice Single Answer	Easy	40	-
What is the keyboard shortcut to promote a list item?	Multiple Choice Single Answer	Easy	60	-
How do you customize the starting value of a numbered list?	Multiple Choice Single Answer	Easy	40	-
How many levels of sorting does Microsoft Word support?	Multiple Choice Single Answer	Easy	20	-
Name one font that only consists of symbols?	Multiple Choice Single Answer	Easy	50	-
What should you be aware of when inserting online images into a document?	Multiple Choice Single Answer	Easy	25	-
What is SmartArt?	Multiple Choice Single Answer	Easy	25	-
Which tab contains commands to add symbols and	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
illustrations to your document?				
List two location that online images can be inserted from	Multiple Choice Single Answer	Easy	50	-
When updating styles, what is the difference between attaching a template and using the Organizer?	Multiple Choice Single Answer	Easy	100	-
What tab provides commands to manage templates?&nbsp;	Multiple Choice Single Answer	Easy	50	-
What is the default template location?	Multiple Choice Single Answer	Easy	-	-
What is the first step to creating a template?	Multiple Choice Single Answer	Easy	25	-
Document wizards have been removed from Microsoft Word 2016	Multiple Choice Single Answer	Easy	25	-
If Microsoft Word detects a contextual spelling error, what color will it underline the error with?	Multiple Choice Single Answer	Easy	-	-
What interface elements displays tools like the thesaurus, spelling and grammar check, and Accessibility Checker?	Multiple Choice Single Answer	Easy	100	-
What is the shortcut key to run a spelling and grammar check?	Multiple Choice Single Answer	Easy	100	-
What is the command sequence to run the Accessibility Checker?	Multiple Choice Single Answer	Easy	100	-
What part of the Microsoft Word interface will show you a quick word and page count of the current document?	Multiple Choice Single Answer	Easy	-	-
The keyboard shortcut for selecting from text from your cursor to the end of the line is:	Multiple Choice Single Answer	Easy	-	-
Which Paste option, opens a special dialog box which allows you to perform advanced pasting operations.&nbsp;	Multiple Choice Single Answer	Easy	100	-
When navigating a document, you can use your mouse or your scroll bar. Confirm is this statement is True or False.	Multiple Choice Single Answer	Easy	100	-
Line Previews are enabled by default and will be displayed automatically when you place your cursor over a paste option.&nbsp;Confirm is this statement is True or False.	Multiple Choice Single Answer	Easy	-	-
The Replace Tab is opened by selecting:&nbsp;	Multiple Choice Single Answer	Easy	100	-
You can open multiple Word documents at the same time and work on the lot of them, switching between the different open documents.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	100	-
Which of the following is NOT&nbsp;a method of switching between multiple documents?&nbsp;	Multiple Choice Single Answer	Easy	50	-
Microsoft Word allows you to view and work on more than one document at the same time.&nbsp;Confirm whether this statement is True or False.	Multiple Choice Single Answer	Easy	50	-
Which of the options below does not allow you to copy content from the original place to a desired location.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Use the following keys to switch through the different documents that you have open on your desktop to navigate to the desired document.	Multiple Choice Single Answer	Easy	50	-
Which of the following is NOT a step in Identifying a Problem?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is not an element to consider when developing a solution?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Organisation standards and procedures do not cover...	Multiple Choice Single Answer	Easy	-	-
The Copyright Act defines nine classes of work that are eligible for copyright. Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Purpose of the Copyright Act is to balancing the right to privacy against other rights, particularly the right of access to&nbsp;freedom of speech.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Range names&nbsp;are meaningful&nbsp;labels&nbsp;that&nbsp;you can assign to individual cells or cell ranges.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Range names make formulas much more:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Workbooks are typically_____ in nature.	Multiple Choice Single Answer	Easy	-	-
When choosing a cell name make sure that names do not start with a:&nbsp;	Multiple Choice Multiple Answer	Easy	-	-
Which command is particularly useful when a workbook contains a large range of names?&nbsp;	Multiple Choice Single Answer	Easy	-	-
A _____ is a specially designed range of information that has added functionality.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The commands in this group are used to export table data to other applications, as well as manage data links to external resources.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Row can be _____ though enabling or disabling banded rows.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Tables can be modified like any worksheet found in Excel.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Functions are called using numeric values of 1 to 11 when including hidden values and 101 to 111 when you would like to ignore them.&nbsp;Confirm which Function has the&nbsp;Function&nbsp;Argument Including Hidden Value&nbsp;of&nbsp;8&nbsp;and the&nbsp;Function&nbsp;Argument Ignoring Hidden Value of&nbsp;108.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is NOT a Chart&nbsp;Type?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which chart type is used to&nbsp;compare values from multiple data sets all on the same chart with each separate data (category) on a separate axis. Typically, this chart type is best suited to identify outliers and commonalities between data points.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is NOT a type of Trendline?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Trendlines can only be added to charts in Microsoft Excel through Specific methods.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Format Trendline task pane allows you to add and modify a_____.	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a command on the Insert tab?&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Stars and Banners category creates a wide variety of basic shapes.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The Picture Styles group allows you to:	Multiple Choice Single Answer	Easy	-	-
The Arrange group allows you to:&nbsp;	Multiple Choice Single Answer	Easy	-	-
Once two or more graphical objects are grouped together, any changes made to the group will be applied to all of its members &ndash; including size, position.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
By applying different number formats, you can display numbers as percentages, dates, currency, and so on.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
When&nbsp;Microsoft Excel displays ##### in a cell after you apply number formatting to it, the cell probably isn't;&nbsp;formatted correctly.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
To change the vertical alignment of cell contents, click:	Multiple Choice Single Answer	Easy	-	-
To apply a new or different border style:&nbsp;	Multiple Choice Multiple Answer	Easy	-	-
Word Art is a combination&nbsp;of preset colours, fonts, and effects.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is not vital when&nbsp;evaluating a&nbsp;Spreadsheet&nbsp;for&nbsp;compliance?&nbsp;	Multiple Choice Single Answer	Easy	-	-
The short cut keys for Find and Replace are:&nbsp;	Multiple Choice Single Answer	Easy	-	-
The Formula Tracer arrow is a:	Multiple Choice Single Answer	Easy	-	-
The Error checking command&nbsp;This command works similarly to the&nbsp;&nbsp;Find&nbsp;command in a word processing&nbsp;program.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
What is the error type for a formula that contains an invalid numeric value larger than Excel can represent?	Multiple Choice Single Answer	Easy	-	-
Excel includes the ability to group worksheets together so that you can edit two or more at the same time. Formatting that is applied to the group will then automatically be applied to any worksheets contained within it.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The thin horizontal and vertical lines that&nbsp;act as guide lines and&nbsp;divide a worksheet&nbsp;are called:&nbsp;	Multiple Choice Single Answer	Easy	-	-
If you find that the worksheet you want to print will span too many pages, you can choose to restrict the printout to a set number of pages. This will cause Excel to scale the size of&nbsp;your pages down in order to fit them onto the chosen number of pages.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Excel&nbsp;will&nbsp;scale the size of your pages down in order to fit them onto the chosen number of pages&nbsp;if you would like to restrict the number of pages.&nbsp;Confirm whether this statement is True or False.	Multiple Choice Single Answer	Easy	-	-
The Width Increment box, on the other hand, allows you to scale the content of your worksheets up or down.&nbsp;Confirm whether this statement is True or False.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Project management only involves&nbsp;monitoring resources to complete project tasks.&nbsp;	Multiple Choice Single Answer	Easy	-	-
In numerical arrangement, information&nbsp;is arranged	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
alphabetically by geographical place name.				
Administrative support legitimizes the project and ensures the cooperation of all members of the office.	Multiple Choice Single Answer	Easy	-	-
Case files document basic activities and programs.	Multiple Choice Single Answer	Easy	-	-
Administrative files document the internal administration and operation of an office.	Multiple Choice Single Answer	Easy	-	-
The quality of management decision-making depends on the quality of information available.	Multiple Choice Single Answer	Easy	-	-
Periodic Reports are reports produced only when required.	Multiple Choice Single Answer	Easy	-	-
Exception Reports are predefined reports that are required by decision makers at regular intervals.	Multiple Choice Single Answer	Easy	-	-
Data verification refers to the process wherein the data is checked for accuracy and inconsistencies after data migration are done.	Multiple Choice Single Answer	Easy	-	-
The main purpose of writing a report is to communicate clearly and simply what you have done why you have done it, and what the results mean.	Multiple Choice Single Answer	Easy	-	-
Quantity surveyors are responsible for ensuring the best value for money within the required quality standards.	Multiple Choice Single Answer	Easy	-	-
From the point of view of a seller, an invoice is a purchase invoice.	Multiple Choice Single Answer	Easy	-	-
From the point of view of a buyer, an invoice is a sales invoice.	Multiple Choice Single Answer	Easy	-	-
An invoice is a legal financial document of which you have to keep records by law.	Multiple Choice Single Answer	Easy	-	-
Construction projects can be incredibly expensive and construction managers and clients often want to keep costs as low as possible.	Multiple Choice Single Answer	Easy	-	-
The chairperson is responsible for dealing with poor attendance.	Multiple Choice Single Answer	Easy	-	-
Performance documentation should be a record that fairly represents the employee's performance over time.	Multiple Choice Single Answer	Easy	-	-
Respecting and observing deadlines and follow-up will not achieve results from meetings.	Multiple Choice Single Answer	Easy	-	-
Actions and planning before and during the meeting play a big role in helping you achieve expected, positive, and constructive outcomes.	Multiple Choice Single Answer	Easy	-	-
One-way feedback is critical to make meaningful communication.	Multiple Choice Single Answer	Easy	-	-
Architects will prepare, at the end of the project, a schematic design based on the information and initial brief given to them by the client.	Multiple Choice Single Answer	Easy	-	-
The most recognized branch of engineering is Mechanical Engineering, the reason being that it directly affects the infrastructure used by society.	Multiple Choice Single Answer	Easy	-	-
A project manager is also often a client representative and has to determine and implement the needs of the client.	Multiple Choice Single Answer	Easy	-	-
The time constraint refers to the amount of time available to complete a project.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The cost constraint refers to what must be done to produce the project end result.	Multiple Choice Single Answer	Easy	-	-
Higher quality&nbsp;increase&nbsp;returns, which adds cash to your bottom line.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A quick turnaround can become the key to minimizing your inventory, which in turn translates to less risk of inventory obsolescence and lower cash needs.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Contractors should include the building owner or representative in face-to-face planning meetings with the construction team.&nbsp;	Multiple Choice Single Answer	Easy	-	-
On-going marketing is critical to a business, as it is costlier to acquire a new customer than it is to maintain a current customer.	Multiple Choice Single Answer	Easy	-	-
The power of a&nbsp;word of mouth&nbsp;in marketing is minor.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Promotion is one of the market mix elements or features, and a term used frequently in production.	Multiple Choice Single Answer	Easy	-	-
Promotion can be done by different media, namely print media which includes Newspaper and magazines, Electronic media which includes radio and television.	Multiple Choice Single Answer	Easy	-	-
A minority&nbsp;of the projects come from already existing customers.	Multiple Choice Single Answer	Easy	-	-
All companies buy and hire factors of production, in the form of&nbsp;labor, material and equipment.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Any records kept on clients should be very revealing and may have considerable bearing on the final decision to enter a market.	Multiple Choice Single Answer	Easy	-	-
Interpersonal conflictâ€“occurs when a person or group of people frustrates or interferes with another person's efforts at achieving a goal.	Multiple Choice Single Answer	Easy	-	-
Theâ€“cognitive componentâ€“involves a disagreement between the parties that illustrates the differences between the interests and objectives of the conflicting parties.	Multiple Choice Single Answer	Easy	-	-
Theâ€“behavioural component&nbsp;relates to the negative emotional states of the conflicting parties.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Theâ€“affective&nbsp;componentâ€“of conflict involves someone interfering with the objectives of another person.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Interpersonal conflict on the job is identified as one of the top occupational job stressors&nbsp;	Multiple Choice Single Answer	Easy	-	-
Community participation should start soon after the project has ended, should help to mould the closing phase.	Multiple Choice Single Answer	Easy	-	-
Workshops with the community are of less importance as they do not contribute much to construction projects.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Contract documents comprise all the papers, specifications and drawings that describe a construction contract.	Multiple Choice Single Answer	Easy	-	-
The legacy of many years of apartheid has had no impact in reducing individual and community capacities in technical and institutional terms.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The community develops a sense of ownership of the project and is more likely to care for it after initial construction.	Multiple Choice Single Answer	Easy	-	-
Boning rods&nbsp;are sticks usually 2.5 &ndash; 3.0 metres long with a diameter of approximately 2.5cm&nbsp;2.&nbsp;Studies have shown that up to half the man hours expended on a building site are concerned with	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
the movement and handling of materials.&nbsp;				
Aggregate stockpiles should be stored as far&nbsp;away to&nbsp;the area where the concrete will be mixed.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The principle of &ldquo;no work, no pay&rdquo; or &ldquo;a fair&nbsp;day&rsquo;s&nbsp;wage for a fair&nbsp;day&rsquo;s&nbsp;work&rdquo; should form the basis on the task system.	Multiple Choice Single Answer	Easy	-	-
Agreement on the size of the tasks must be obtained from the community and the workers, after the work has started.	Multiple Choice Single Answer	Easy	-	-
Studies have shown that up to half the man hours expended on a building site are concerned with the movement and handling of materials.	Multiple Choice Single Answer	Easy	-	-
Labour&nbs;and staffing requirements should be widely advertised in the local community, clearly setting out selection criteria that have been agreed by the Steering Committee.	Multiple Choice Single Answer	Easy	-	-
As the construction work is to be done&nbs;labour-intensively,&nbs;labour&nbs;is minor to the project and requires a correspondingly small input.&nbs;	Multiple Choice Single Answer	Easy	-	-
The Conditions of Employment form an essential part of the induction course.&nbs;	Multiple Choice Single Answer	Easy	-	-
Regular sharpening of picks and shovels help to keep productivity&nbs;levels low.&nbs;	Multiple Choice Single Answer	Easy	-	-
Very large and highly productive machines cannot be kept economically busy, and yet, small pedestrian controlled machines rarely produce enough.&nbs;	Multiple Choice Single Answer	Easy	-	-
Generally training needs are most crucial at the level of supervisors and site foremen.	Multiple Choice Single Answer	Easy	-	-
The word mentor means an experienced and trusted advisor.	Multiple Choice Single Answer	Easy	-	-
The monitoring progress can be done by the instructor or by anyone at his/her work place.&nbs;	Multiple Choice Single Answer	Easy	-	-
On-the-job training, takes more&nbs;of your time than your normal site inspection does.&nbs;	Multiple Choice Single Answer	Easy	-	-
On-the-job learning is the most practical way of transferring basic knowledge and skills to a group of unskilled workers on a short-term project.&nbs;&nbs;	Multiple Choice Single Answer	Easy	-	-
Generally training needs are most crucial at the level of supervisors and site foremen.&nbs;	Multiple Choice Single Answer	Easy	-	-
Productivity calculation should be compared to the task rates used, as it forms a useful check.	Multiple Choice Single Answer	Easy	-	-
Productivity costing should be made and can be compared to tender rates used or can form the basis of new tender rates.&nbs;	Multiple Choice Single Answer	Easy	-	-
An inability to learn from past project, or related, mistakes could be costly and time-consuming.&nbs;	Multiple Choice Single Answer	Easy	-	-
The feasibility report demonstrates that the end product has reached the required specification.	Multiple Choice Single Answer	Easy	-	-
City Wide Odor Control&nbs;includes assessing pipe conditions and minor repair of combined, sanitary, and storm trunk sewers.&nbs;	Multiple Choice Single Answer	Easy	-	-
Truck sewer rehabilitation&nbs;includes construction and upgrading of drainage related odor control facilities throughout the City and addresses odor issues.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Confined space is a space whose configuration and/or contents may present special dangers not found in normal work areas.	Multiple Choice Single Answer	Easy	-	-
A toxic atmosphere may cause various acute effects, including impairment of judgement, unconsciousness and death.	Multiple Choice Single Answer	Easy	-	-
Road construction zones present a deadly hazard for workers, motorists, and pedestrians.	Multiple Choice Single Answer	Easy	-	-
Construction drawings are the main basis for defining required; construction; activities; and for measuring quantities of material.	Multiple Choice Single Answer	Easy	-	-
The most important maintenance task is to remove refuse, silt and other solid material from the drains.	Multiple Choice Single Answer	Easy	-	-
The eligibility of a supplier is determined by the ability to perform the work in a way that meets project requirements and demonstrates financial stability.	Multiple Choice Single Answer	Easy	-	-
All drains should be cleaned at least once a week, preferably at the start and end of the rainy season.	Multiple Choice Single Answer	Easy	-	-
Large open channels in flat areas are likely to require cleaning on a daily basis.	Multiple Choice Single Answer	Easy	-	-
A drawing is a method used to communicate and share ideas with people of different cultures and nationalities.	Multiple Choice Single Answer	Easy	-	-
The role of drawings is to show the graphical outlay of a building to be constructed.	Multiple Choice Single Answer	Easy	-	-
Buildings are designed to satisfy the specific needs of the builder.	Multiple Choice Single Answer	Easy	-	-
The bill of quantities can mostly be described as that which cannot be drawn.	Multiple Choice Single Answer	Easy	-	-
The purpose of specifications is to list all the materials and labor operations necessary to construct a building, together with a measurement of the quantities of materials.	Multiple Choice Single Answer	Easy	-	-
The survey is used to ensure works conform to the approved design plans.	Multiple Choice Single Answer	Easy	-	-
Most quality assurance systems are designed with contractor's satisfaction in mind.	Multiple Choice Single Answer	Easy	-	-
Customer feedback could be obtained through regular customer surveys, by phone, email, focus groups or in person.	Multiple Choice Single Answer	Easy	-	-
Quality assurance is antonyms with continuous improvement.	Multiple Choice Single Answer	Easy	-	-
See the page in this guide on deciding what to measure performance. Bear in mind that quantifiable isn't the same as financial.	Multiple Choice Single Answer	Easy	-	-
Digital survey data representing the geographical location of the as constructed; Works in respect to title boundaries.	Multiple Choice Single Answer	Easy	-	-
Cost reports are usually done on a daily basis.	Multiple Choice Single Answer	Easy	-	-
Contractors often don't do cost reports as they believe they take time and one needs computer access.	Multiple Choice Single Answer	Easy	-	-
Digital survey data representing the geographical location of the as constructed; Works in respect to title	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
boundaries.&nbsp;				
The maximum&nbsp;requirements for digital survey data, is the #'as constructed#' location of all assets.	Multiple Choice Single Answer	Easy	-	-
The Contractor must ensure that all structures, equipment, materials and facilities used or created on site for or during construction activities are removed once the project has been completed.	Multiple Choice Single Answer	Easy	-	-
Storm water management structures must be maintained and cleaned to minimize erosion that could result in the siltation of aquatic systems.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Businesses can create value through the return of wastes back to manufacturing processes, promoting and seeking out opportunities for incorporation of recycled materials into products.	Multiple Choice Single Answer	Easy	-	-
Diverted materials are&nbsp;subsequent recycling, and never reused.	Multiple Choice Single Answer	Easy	-	-
Solid waste management practices have identified the reduction&nbsp;reuse of wastes as unimportant&nbsp;for sustainable management of resources.	Multiple Choice Single Answer	Easy	-	-
Geotechnical engineering&nbsp;is the branch of mechanical engineering&nbsp;concerned with the behaviour of&nbsp;earth materials.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Buildings and structures have a long history of being built with wood in contact with the ground.	Multiple Choice Single Answer	Easy	-	-
A&nbsp;regular duty of the geotechnical engineer is to meet with clients for evaluations of project progress	Multiple Choice Single Answer	Easy	-	-
Construction projects around the world have&nbsp;a&nbsp;insignificant impact on our environment, both on a local and a global scale.	Multiple Choice Single Answer	Easy	-	-
Climate change scientists believe that the Earth is rapidly getting warmer and that human activity is playing a significant role in accelerating this process.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The&nbsp;disadvantage of vibro compaction&nbsp;method&nbsp;is&nbsp;the&nbsp;education&nbsp;of foundation settlements.	Multiple Choice Single Answer	Easy	-	-
The&nbsp;applications of soil nailing technique&nbsp;is the&nbsp;&nbsp;stabilization of railroad and highway cut slopes.	Multiple Choice Single Answer	Easy	-	-
Micro piles are small diameter piles (more than 300 mm), with the capability of sustaining high loads (compressive loads of over 5000 KN).&nbsp;	Multiple Choice Single Answer	Easy	-	-
Grouting is the injection of pump able materials into a soil or rock formation to change the physical characteristics of the formation.	Multiple Choice Single Answer	Easy	-	-
The advantages of soil&nbsp;nails and&nbsp;shotcrete&nbsp;solutions are&nbsp;they&nbsp;are suited&nbsp;to any shape of excavation and can easily accommodate multiple benches.	Multiple Choice Single Answer	Easy	-	-
Water is the key ingredient, which when mixed with cement, forms a paste that binds the aggregate together	Multiple Choice Single Answer	Easy	-	-
Concrete is a composite material which is made up of&nbsp;a filler&nbsp;and a binder.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Water causes a chemical reaction with cement that leads to the softening&nbsp;of concrete.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Natural sand comes from quarries as a by-product from	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
crushing rock to produce stone.&nbsp;				
Crusher sand comes&nbsp;from rivers or pits where the sand occurs naturally.	Multiple Choice Single Answer	Easy	-	-
Pile trimming eliminates the polluted/dirty concrete and a minimum of sound concrete above the cut-off level.	Multiple Choice Single Answer	Easy	-	-
Surface soil has a high concentration of roots and other decaying materials. This makes surface soil a&nbsp;stable foundation for building upon.	Multiple Choice Single Answer	Easy	-	-
Hydraulic pile breakers,&nbsp;which result in time savings and a more accurate cut-off profile. This system is appropriate&nbsp;for some of the larger pile diameters.	Multiple Choice Single Answer	Easy	-	-
The distance between the impact location and the sensor should be no larger than 300 mm.	Multiple Choice Single Answer	Easy	-	-
Pile integrity test can be either used for forensic evaluations on existing piles, or quality assurance in the new construction&nbsp;	Multiple Choice Single Answer	Easy	-	-
Road construction is a lengthy process that can take more than 10 years, depending on the size of the future pathway.	Multiple Choice Single Answer	Easy	-	-
A road is a thoroughfare, route, or way on land between two places that has been paved or otherwise improved to allow travel by foot or some form of conveyance.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&nbs;Asphalt is made of crushed stone or gravel, and it is placed evenly on the road surface.	Multiple Choice Single Answer	Easy	-	-
Aggregate base is a mixture of a petroleum by-product, an aggregate base material and a sticky, gluelike substance called bitumen.	Multiple Choice Single Answer	Easy	-	-
Fine grading requires construction workers to prepare the surface by&nbsp;levelling&nbsp;it according to plans provided by structural engineers.	Multiple Choice Single Answer	Easy	-	-
Earthworks - Any activity that exposes, disturbs, places or deposits land and soil.	Multiple Choice Single Answer	Easy	-	-
Poor drainage causes obvious problems: standing water, foul odor, insects, diseased or dying plants, mud and ruined turf.&nbs;	Multiple Choice Single Answer	Easy	-	-
Earthworks include disturbing the topsoil for domestic gardening.	Multiple Choice Single Answer	Easy	-	-
Earthworks&nbs;include v-blading, flipping, humping and hollowing.	Multiple Choice Single Answer	Easy	-	-
M u c h o f & n b s p ; e a r t h w o r k s & n b s p ; i n v o l v e a v a t i o n / a n d f i l l o r b a c k f i l l .	Multiple Choice Single Answer	Easy	-	-
Formwork in concrete construction is used as a mould for a structure in which fresh concrete is poured only to harden subsequently,	Multiple Choice Single Answer	Easy	-	-
A steel detailer&nbs;plays a minor role in the overall project&nbs;progress.&nbs;	Multiple Choice Single Answer	Easy	-	-
Concrete is a composite material composed of coarse aggregate bonded together with&nbs;fluid&nbs;cement which hardens over time.&nbs;	Multiple Choice Single Answer	Easy	-	-
Concrete recycling is an increasingly common method for disposing of concrete structures.	Multiple Choice Single Answer	Easy	-	-
Larger pieces of concrete are used as gravel for new construction projects.	Multiple Choice Single Answer	Easy	-	-
Pavement milling (cold&nbs;planning, asphalt milling, or profiling) is the process of removing at least part of the	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
surface of a paved area such as a road, bridge, or parking lot.&nbsp;				
Recycling of the road surface is one of the main reasons for milling a road surface.	Multiple Choice Single Answer	Easy	-	-
Road furniture refers to all fixtures in the road and road reserve.	Multiple Choice Single Answer	Easy	-	-
Road surface marking is any kind of device or material that is used on a road surface in order to convey official information.	Multiple Choice Single Answer	Easy	-	-
Pavement markings are used to convey messages to drivers only.	Multiple Choice Single Answer	Easy	-	-
Community participation should start soon after the project has ended, should help to mould the closing phase.	Multiple Choice Single Answer	Easy	-	-
Workshops with the community are of less importance as they do not contribute much to construction projects.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Contract documents comprise all the papers, specifications and drawings that describe a construction contract.	Multiple Choice Single Answer	Easy	-	-
The legacy of many years of apartheid has had no impact in reducing individual and community capacities in technical and institutional terms.	Multiple Choice Single Answer	Easy	-	-
The community develops a sense of ownership of the project and is more likely to care for it after initial construction.	Multiple Choice Single Answer	Easy	-	-
Boning rods&nbsps;are sticks usually 2.5 &ndash; 3.0 metres long with a diameter of approximately 2.5cm&nbsp;2.&nbsp;Studies have shown that up to half the man hours expended on a building site are concerned with the movement and handling of materials.	Multiple Choice Single Answer	Easy	-	-
Aggregate stockpiles should be stored as far&nbs;away to&nbs;the area where the concrete will be mixed.	Multiple Choice Single Answer	Easy	-	-
The principle of &ldquo;no work, no pay&rdquo; or &ldquo;a fair&nbs;day&rsquo;s&nbs;wage for a fair&nbs;day&rsquo;s&nbs;work&rdquo; should form the basis on the task system.	Multiple Choice Single Answer	Easy	-	-
Agreement on the size of the tasks must be obtained from the community and the workers, after the work has started.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Studies have shown that up to half the man hours expended on a building site are concerned with the movement and handling of materials.	Multiple Choice Single Answer	Easy	-	-
Labour&nbs;and staffing requirements should be widely advertised in the local community, clearly setting out selection criteria that have been agreed by the Steering Committee.&nbsp;	Multiple Choice Single Answer	Easy	-	-
As the construction work is to be done&nbs;labour-intensively,&nbs;labour&nbs;is minor to the project and requires a correspondingly small input.&nbs;	Multiple Choice Single Answer	Easy	-	-
The Conditions of Employment form an essential part of the induction course.	Multiple Choice Single Answer	Easy	-	-
Regular sharpening of picks and shovels help to keep productivity&nbs;levels low.	Multiple Choice Single Answer	Easy	-	-
Very large and highly productive machines cannot be kept economically busy, and yet, small pedestrian controlled machines rarely produce enough.&nbs;	Multiple Choice Single Answer	Easy	-	-
Generally training needs are most crucial at the level of supervisors and site foremen.&nbs;	Multiple Choice Single Answer	Easy	-	-
The word mentor means an experienced and trusted advisor.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The monitoring progress can be done by the instructor or by anyone at his/her work place.	Multiple Choice Single Answer	Easy	-	-
On-the-job training, takes more of your time than your normal site inspection does.	Multiple Choice Single Answer	Easy	-	-
On-the-job learning is the most practical way of transferring basic knowledge and skills to a group of unskilled workers on a short-term project.	Multiple Choice Single Answer	Easy	-	-
Generally training needs are most crucial at the level of supervisors and site foremen.	Multiple Choice Single Answer	Easy	-	-
Productivity calculation should be compared to the task rates used, as it forms a useful check.	Multiple Choice Single Answer	Easy	-	-
Productivity costing should be made and can be compared to tender rates used or can form the basis of new tender rates.	Multiple Choice Single Answer	Easy	-	-
An inability to learn from past project, or related, mistakes could be costly and time-consuming.	Multiple Choice Single Answer	Easy	-	-
The feasibility report demonstrates that the end product has reached the required specification.	Multiple Choice Single Answer	Easy	-	-
The success of a business or an organization has no relationship with the performance of those who work for that organization.	Multiple Choice Single Answer	Easy	-	-
Selection tests are often used as part of a selection procedure for occupations where a small number of recruits are required, and where it is not possible to rely entirely on examination results or information about previous experience as the basis for predicting future performance.	Multiple Choice Single Answer	Easy	-	-
Aptitude and attainment tests are most useful for jobs where specific and measurable skills are required, such as typing or computer programming.	Multiple Choice Single Answer	Easy	-	-
A contract of employment exists for every employee, whether you have provided a written employment contract or not.	Multiple Choice Single Answer	Easy	-	-
The terms of the employment contract can also be affected by employment practice.	Multiple Choice Single Answer	Easy	-	-
Performance management had received many criticisms since its proposal. Despite its usefulness;	Multiple Choice Single Answer	Easy	-	-
A negative environment in the workplace, full of unhappy and unmotivated employees, has no effect on productivity.	Multiple Choice Single Answer	Easy	-	-
A performance management system is a predetermined set of guidelines for individuals employed by a company.	Multiple Choice Single Answer	Easy	-	-
Conflict is a normal part of life, and people wind up in situations fraught with tension all the time.	Multiple Choice Single Answer	Easy	-	-
Diversity has no effect of performance, it's important to manage any issues that may result from personality conflicts.	Multiple Choice Single Answer	Easy	-	-
Human resources / departments undertake to help them determine whether employees have the skills needed to succeed in their roles.	Multiple Choice Single Answer	Easy	-	-
Skilled employees are an input into the input-process-output of manpower training model.	Multiple Choice Single Answer	Easy	-	-
New employees are an output into the input-output of manpower training model.	Multiple Choice Single Answer	Easy	-	-
Training and manpower development undoubtedly lead	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
employee to better productivity through improved technical and managerial skills and better morale within the workforce.				
Developing a workplace-learning environment involves changing the culture of an organization.	Multiple Choice Single Answer	Easy	-	-
The Labour Relations Act deals with unions and allows bargaining councils to resolve labor disputes and conclude contracts.	Multiple Choice Single Answer	Easy	-	-
A company's policies and procedures should be a reflection of its employee manual, job performance reviews, and disciplinary actions.	Multiple Choice Single Answer	Easy	-	-
Grievances need not be handled in first place in order; ignoring them will make employees more satisfied.	Multiple Choice Single Answer	Easy	-	-
Good industrial relations are inessential in achieving a motivated and productive workforce.	Multiple Choice Single Answer	Easy	-	-
Industrial relations are more of an art than a science.	Multiple Choice Single Answer	Easy	-	-
Project is a permanent endeavour undertaken to create a unique product or service or result.	Multiple Choice Single Answer	Easy	-	-
Written communication provides for a temporary record, which can be essential not only for repeated referral during the project but for audit evidence after the project or during the post project review.	Multiple Choice Single Answer	Easy	-	-
Body language refers to all the verbal ways people communicate, including facial expressions, physical gestures, and posture.	Multiple Choice Single Answer	Easy	-	-
Feedback is any response to a communicated message. It takes the form of a message itself, and may be verbal, visual, or written.	Multiple Choice Single Answer	Easy	-	-
E-mail is suitable for less important messages, or those to which you don't need an urgent response. Instant messaging is best used for casual messages.	Multiple Choice Single Answer	Easy	-	-
&nbsp;Information management tools and techniques are used to create and connect people to information.	Multiple Choice Single Answer	Easy	-	-
Work performance information is the process of defining how to estimate, acquire, manage, and use team and physical resources.	Multiple Choice Single Answer	Easy	-	-
Plan Resource Management is process is performed or at predefined points in the project.	Multiple Choice Single Answer	Easy	-	-
Resources are unlimited; therefore we need to carefully allocate them in order to obtain the desired results.	Multiple Choice Single Answer	Easy	-	-
The communication plan is part of the project management plan.	Multiple Choice Single Answer	Easy	-	-
A project's documented plan is about anticipating and identifying problems, then working through solutions and then acting to alleviate them.	Multiple Choice Single Answer	Easy	-	-
Controlling a project is about is the basis for planning activities, communicating status, and taking corrective actions.	Multiple Choice Single Answer	Easy	-	-
Cost planning involves predicting the way money may be spent on the project.&nbsp;	Multiple Choice Single Answer	Easy	-	-
It is vital to document the significant deviations in the project planning parameters.	Multiple Choice Single Answer	Easy	-	-
Money is a resource just the same as labour and materials are Secondly, money is rarely a problem but the absence of it	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
poses some problems in running the problem itself.				
Project team is responsible for the plan and control of the resources and is accountable for the use of these resources.	Multiple Choice Single Answer	Easy	-	-
Plan Resource Management - The process of tracking team member performance, providing feedback, resolving issues, and managing team changes to optimize project performance.	Multiple Choice Single Answer	Easy	-	-
Acquire Resources - The process of improving competencies, team member interaction, and the overall team environment to enhance project.	Multiple Choice Single Answer	Easy	-	-
Develop Team - The process of improving competencies, team member interaction, and the overall team environment to enhance project performance.	Multiple Choice Single Answer	Easy	-	-
Manage Team - The process of estimating team resources and the type and quantities of material, equipment, and supplies necessary to perform project work.	Multiple Choice Single Answer	Easy	-	-
Resources include the people, equipment, and materials that will be utilized to complete the work.	Multiple Choice Single Answer	Easy	-	-
Resource planning is the process of examining the project work and determining what resources, people, and equipment are needed to complete the project.	Multiple Choice Single Answer	Easy	-	-
Bottom-up estimating uses a statistical relationship between relevant historical data and other variables (e.g., square footage in construction) to calculate a cost estimate for project work.	Multiple Choice Single Answer	Easy	-	-
Parametric estimating is a method of estimating a component of work.	Multiple Choice Single Answer	Easy	-	-
Cost variance is the amount of budget deficit or surplus at a given point in time, expressed as the difference between earned value and the actual cost.	Multiple Choice Single Answer	Easy	-	-
Productivity is one of the least important factors affecting the overall performance of any organisation, large or small.	Multiple Choice Single Answer	Easy	-	-
Partial productivity measures relate output to one type of input.	Multiple Choice Single Answer	Easy	-	-
Productivity is a measure of your company's return on investment.	Multiple Choice Single Answer	Easy	-	-
Productivity in construction has no influences on time and cost objectives.	Multiple Choice Single Answer	Easy	-	-
Productivity can also be boosted using automation technologies such as robotics, visual inspection systems and digital control networks . /	Multiple Choice Single Answer	Easy	-	-
A refinery is a plant for reprocessing used or abandoned materials /	Multiple Choice Single Answer	Easy	-	-
A bottling plant is an industrial plant for purifying a crude substance. /	Multiple Choice Single Answer	Easy	-	-
A building complex, complex is a whole structure (as a building) made up of interconnected or related structures. /	Multiple Choice Single Answer	Easy	-	-
A factory, manufactory, manufacturing plant, mill is a plant consisting of one or more buildings with facilities for manufacturing. /	Multiple Choice Single Answer	Easy	-	-
A brewery is a plant where beer is brewed by fermentation.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
A network optimization analysis may result in opening or closing distribution/centres, or even moving optimal locations.	Multiple Choice Single Answer	Easy	-	-
A postponement strategy based on your network optimization analysis can help increase the density of product coming from remote manufacturing locations.	Multiple Choice Single Answer	Easy	-	-
Do not store B100 for long periods of time in systems containing reactive metals./&nbsp;	Multiple Choice Single Answer	Easy	-	-
Biodiesel is comprised of methyl esters,&methyl esters are strong&nbsp;solvents and have been used as high&nbsp;volatile organic-compound cleaners for years.&nbs;	Multiple Choice Single Answer	Easy	-	-
Changing your shipping practices does not&nbs;drastically impact your bottom line.	Multiple Choice Single Answer	Easy	-	-
First/generation/: The fuel island controls directly to a central Internet based server which is updated in real time.&nbs;	Multiple Choice Single Answer	Easy	-	-
Third generation: A fuel island control system similar to a second-generation system, which is either&nbs;periodically&nbs;or permanently connected to a PC which is used to report on the/fuel fleet information./&nbs;	Multiple Choice Single Answer	Easy	-	-
Fourth/generation/: A padlock for securing and pencil for recording the fuelling./	Multiple Choice Single Answer	Easy	-	-
Second/generation/: A self-contained, microprocessor-controlled fuel island control system which has an ID reader (key, card, RFID etc.) to identify the vehicle and driver, a means of controlling a pump, a means&nbs;of measuring the fuel delivered.&nbs;	Multiple Choice Single Answer	Easy	-	-
Risks can be ignored if the cost of mitigating it is greater than its impact.	Multiple Choice Single Answer	Easy	-	-
Maintenance planning also includes tasks related to parts like:&nbs;Handling reserve parts&nbs;	Multiple Choice Single Answer	Easy	-	-
Maintenance planning also includes tasks related to parts like:&nbs;Ordering non-stock parts	Multiple Choice Single Answer	Easy	-	-
Maintenance planning also includes tasks related to parts like:&nbs;/ Staging parts &nbs;	Multiple Choice Single Answer	Easy	-	-
Maintenance planning also includes tasks related to parts like:&nbs;/ Component level files &nbs;	Multiple Choice Single Answer	Easy	-	-
Maintenance planning also includes tasks related to parts like:&nbs;Improved workflow&nbs;	Multiple Choice Single Answer	Easy	-	-
A production plan is that portion of your&nbs;short-range business plan that your manufacturing / operations department is responsible for developing.&nbs;	Multiple Choice Single Answer	Easy	-	-
The second activity of preparing a production plan is the determination of&nbs;requirements.&nbs;	Multiple Choice Single Answer	Easy	-	-
Mixed Strategy&nbs;is a basic production planning strategy&nbs;that the company can choose from to address demand fluctuations./	Multiple Choice Single Answer	Easy	-	-
Level Production Strategy/matches the order or demand rate through the hiring and firing of employees as the order rate&nbs;varies.	Multiple Choice Single Answer	Easy	-	-
A carefully developed production plan will allow your company to&nbs;minimize inventory&nbs;investment.	Multiple Choice Single Answer	Easy	-	-
An organization's occupational health and safety	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
policy/is/a definite plan of action designed to prevent accidents and occupational diseases.				
A health and safety program is a statement of principles and general rules that serve as guides for action.	Multiple Choice Single Answer	Easy	-	-
Health and safety is the joint responsibility of management and workers.	Multiple Choice Single Answer	Easy	-	-
Management is not accountable for non-compliance to health and safety legislation.	Multiple Choice Single Answer	Easy	-	-
Hazards in confined spaces can include noise.	Multiple Choice Single Answer	Easy	-	-
Construction normally includes/Includes the production of similar items without a design while manufacturing; typically takes place on location for a known customer.	Multiple Choice Single Answer	Easy	-	-
Architectural Plans are the first plans of a facility and show the interrelationship between spaces and activities.	Multiple Choice Single Answer	Easy	-	-
The Schematic plans demonstrate the format of the task, such as floor plans, elevations, and details of the construction and architectural finishes.	Multiple Choice Single Answer	Easy	-	-
Structural plans integrate foundation projection with considerations for rain, snow, wind, tremors, and other natural occurrences.	Multiple Choice Single Answer	Easy	-	-
The planning of a bid is the primary step in the expenditure control system of a construction project.	Multiple Choice Single Answer	Easy	-	-
A disadvantage of structural steel building is that individual elements have a relatively important weight.	Multiple Choice Single Answer	Easy	-	-
Jacking is both a noun, the equipment of designing and installing the equipment, in the preparation to move objects.	Multiple Choice Single Answer	Easy	-	-
Rigging is an application used to overcome problems in both new construction and existing structures and buildings.	Multiple Choice Single Answer	Easy	-	-
Slab jacking can be performed in almost any weather conditions.	Multiple Choice Single Answer	Easy	-	-
The problem with grout is, it doesn't pump into hole, or squirts back out.	Multiple Choice Single Answer	Easy	-	-
Formwork in concrete construction is a structure in which fresh concrete is placed subsequently.	Multiple Choice Single Answer	Easy	-	-
Timber is the most common material used for formwork.	Multiple Choice Single Answer	Easy	-	-
Steel forms are weaker and have shorter life than timber formwork and their reuses are more in number.	Multiple Choice Single Answer	Easy	-	-
Steel formwork shrinks and warp.	Multiple Choice Single Answer	Easy	-	-
Lapping is required when a bar is inserted into a joint is required.	Multiple Choice Single Answer	Easy	-	-
Control joint sealant: control joints, intended to control where cracks show up in concrete placed horizontally or vertically, are themselves sealed against water.	Multiple Choice Single Answer	Easy	-	-
Seal and repair structural cracks: for certain circumstances, actual structural repairs are made using injectable epoxy resin.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Bonding agent epoxies used to inject into holes into which connectors such as bolts or post anchors will be placed.	Multiple Choice Single Answer	Easy	-	-
Anchoring epoxy products: used to promote secure bonding between abutting, often different materials.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Epoxy resin adhesives are formulated for bonding concrete to concrete, concrete to other masonry, concrete to steel.	Multiple Choice Single Answer	Easy	-	-
This is a multiple choice question with multiple answer (1)	Multiple Choice Multiple Answer	Easy	-	-
This is a multiple choice question with multiple answer (2).	Multiple Choice Multiple Answer	Easy	-	-
The matching principle is an extension of the revenue recognition convention.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The business entity concept provides that the accounting for a business or organization be kept separate from the personal affairs of its owner, or from any other business or organization.	Multiple Choice Single Answer	Easy	-	-
The balance sheet of the business must reflect the financial position of the business alone.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The continuing concern concept&nbsp;provides&nbsp;that accounting for a business should be fair and reasonable.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The objectivity principle states that&nbsp;accounting take place over specific time periods known as fiscal periods.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Contract and job specifications provide the criteria by which to assess and assure the required quality of construction.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Financial reports are usually the&nbsp;last place&nbsp;to look because they&rsquo;re hard&nbsp;to find and already&nbsp;formatted in a way that&rsquo;s complex&nbsp;to&nbsp;analyze.	Multiple Choice Single Answer	Easy	-	-
Cost allocation/is a process of providing service organization&#39;s cost centers that provide a product or service.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Indirect costs incurred by small businesses in the process of carrying out government grants/contracts can be recovered by assigning these costs to the appropriate indirect cost group.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Using experienced professional accounting assistance is a bad&nbsp;practice for small businesses.	Multiple Choice Single Answer	Easy	-	-
A cash flow statement is one of the most important financial statements for a project or business.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A cash flow statement/is a listing of cash during the past accounting period.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Cash flow&nbsp;Statement&nbsp; and Income statement both&nbsp;show profitability.	Multiple Choice Single Answer	Easy	-	-
Statements are often prepared during the middle&nbsp;of&nbsp;the accounting period.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A cash flow statement is only one of several financial statements that can be used to measure the financial strength of a business.	Multiple Choice Single Answer	Easy	-	-
A business can achieve efficiency when productivity is low, costs are high.	Multiple Choice Single Answer	Easy	-	-
A financial forecast is a vital tool in the financial management of your business and , like your business:	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
regular review and amendment to be effective.&nbsp;				
Your financial forecast will be based on information gathered from industry and market.	Multiple Choice Single Answer	Easy	-	-
Your sales forecast should reflect the capacity of production equipment mentioned in the operational section.	Multiple Choice Single Answer	Easy	-	1
Rolling monthly or quarterly forecasts may be more;&nbsp;appropriate for an unstable and y o u n g &nbsp; ; b u s i n e s s . / &nbsp ;	Multiple Choice Single Answer	Easy	-	-
The business entity concept provides that the accounting for a business or organization be kept separate from the personal affairs of its owner, or from any other business or organization.	Multiple Choice Single Answer	Easy	-	-
The balance sheet of the business must reflect the financial position of the business alone.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The continuing concern concept;&nbsp;provides;&nbsp;that accounting for a business should be fair and reasonable.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The objectivity principle states that;&nbsp;accounting take place over specific time periods known as fiscal periods.&nbsp;;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The matching principle is;&nbsp;not;&nbsp;an extension of the revenue recognition convention.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A safety culture _____	Multiple Choice Single Answer	Easy	50	-
Managers can personalised the impact of an employee injury or death by communicating:&nbsp;&nbsp;the personal impact of the risks of a process or distinct task when an individual is injured or becomes ill; or if his or her actions (or lack of them) cause injury, illness or death to an employee.	Multiple Choice Single Answer	Easy	100	-
Ownership is one of the dispensable cornerstones of a successful safety culture.	Multiple Choice Single Answer	Easy	50	-
At a safe workplace, people will:&nbsp;	Multiple Choice Single Answer	Easy	100	-
As a safety leader you should ask yourself;&nbsp;_____	Multiple Choice Single Answer	Easy	100	-
Active and better listening can happen by mirroring (matching/copying language and body language), reflecting (confirming understanding by repeating key points in sender's message), and paraphrasing (summarising what has been said to confirm shared understanding)	Multiple Choice Single Answer	Easy	100	-
There is &nbsp; no &nbsp; difference between culture/and one based on/compliance .	Multiple Choice Single Answer	Easy	100	-
Companies that encourage managers, employees and subcontractors to challenge unsafe behaviours and attitudes in others, and to also recognise and encourage those who have shown a positive attitude towards safety, will maximise the likelihood of positive attitudes and beliefs becoming shared values, resulting in a positive safety culture.	Multiple Choice Single Answer	Easy	100	-
Leading from the top down can be demonstrated by:	Multiple Choice Single Answer	Easy	100	-
Evaluating the incident investigation system is critical to make sure investigations are conducted in an effective manner.	Multiple Choice Single Answer	Easy	100	-
The Occupational Health and Safety Act (OHSA) was instituted in 1994 in South Africa.&nbsp;&nbsp;The regulations in the Act give guidelines on things such as:&nbsp;	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
The Occupational Health and Safety Act ( O H S A ) &nbsp ; covers all workers , including domestic workers and government workers.	Multiple Choice Single Answer	Easy	50	-
The Chief Inspector can ask any employer for a report of safety precautions.	Multiple Choice Single Answer	Easy	50	-
What is not a goal of an organisation's Occupational Health and Safety Plan?	Multiple Choice Single Answer	Easy	100	-
Employers need to comply with minimum standard legislation but the employer also have the right to set a better standard for their particular business.	Multiple Choice Single Answer	Easy	100	-
The first step is to ensure that your organisation has:	Multiple Choice Single Answer	Easy	100	-
A worker can be punished for complaining about safety conditions.	Multiple Choice Single Answer	Easy	100	-
According to legal prescription the employer must inform employees how work-related risks and dangers could be prevented.	Multiple Choice Single Answer	Easy	100	-
The OHSA falls under the Department of Labour.	Multiple Choice Single Answer	Easy	50	-
The primary objective of a health and safety policy should be to prevent or reduce work-related accidents and occupational diseases.	Multiple Choice Single Answer	Easy	100	-
When creating a safety committee; various elements must be considered. The element of _____ includes a written record of the meeting's proceedings prepared by the committee's designated secretary.	Multiple Choice Single Answer	Easy	25	-
A safety moment is five minutes out of your day or at the start of your meeting where you and your team can think about something that promotes safe behaviours.	Multiple Choice Single Answer	Easy	100	-
The steering committee can act as a mentor for the safety committee, providing guidance and resources; and has more executive power, enabling the safety committee to do more.	Multiple Choice Single Answer	Easy	100	-
Having all health and safety committee members been appointed in writing; is;	Multiple Choice Single Answer	Easy	75	-
Opening meetings with personal reflections or exercises before the traditional reading of minutes; using occasional guest speakers; and scheduling some meetings at a nearby restaurant, museum or park; are suggestions to vary meetings.	Multiple Choice Single Answer	Easy	100	-
When creating a safety committee, the element of _____ ensures that the committee comprise of an equal number of management and non-management employees that represent all areas within the company such as production, maintenance, logistics, warehousing and office personnel.	Multiple Choice Single Answer	Easy	25	-
Companies that have a successful safety committee enjoys benefits such as increased awareness of safety issues, quick response to safety-related issues, cooperation between employees and management in solving safety issues and a reduction in workers' compensation insurance premiums.	Multiple Choice Single Answer	Easy	100	-
The basic function of every safety committee should be to encourage and maintain a safe work environment.	Multiple Choice Single Answer	Easy	100	-
The agenda of a meeting may vary, but typical ones include:	Multiple Choice Single Answer	Easy	100	-
The employer must decide on the number of health and	Multiple Choice Single Answer	Easy	100	-

Question	Type	Level	% Correct	#Linked Assessments
safety committee members; the number of employer nominees (managers) and the number of health and safety representatives.				
Monitoring the workplace for recurrences of the incident falls under the incident investigation step of:	Multiple Choice Single Answer	Easy	100	-
Employees are required to report near misses as soon as they occur.	Multiple Choice Single Answer	Easy	100	-
An incident is defined as "an unsafe condition or practice that could result in an injury, illness, or damage to property or the environment";	Multiple Choice Single Answer	Easy	75	-
Exposure to illnesses, sick buildings (i.e., those with mould or toxins) is a/an _____ hazard	Multiple Choice Single Answer	Easy	75	-
If an individual has an illness (chronic or acute) or a disability, these factors must be taken into consideration when assigning work tasks.	Multiple Choice Single Answer	Easy	100	-
This method of hazard resolution adds safety elements into the design of the hazard:	Multiple Choice Single Answer	Easy	25	-
A hazard is defined as "an unsafe condition or practice that could result in an injury, illness, or damage to property or the environment";	Multiple Choice Single Answer	Easy	100	-
There has long been a correlation between people who work long or irregular hours and injuries and illnesses.	Multiple Choice Single Answer	Easy	100	-
Activities that can cause repetitive strain injuries is a/an _____ hazard.	Multiple Choice Single Answer	Easy	50	-
If the safety culture is implemented and accepted, there will be no incidents.	Multiple Choice Single Answer	Easy	100	-
Maintaining essential health and safety records will aid:	Multiple Choice Single Answer	Easy	100	-
In a written safety program, accountability is key.	Multiple Choice Single Answer	Easy	100	-
Safety programs should not just be written; each employee should be given a copy of the safety program and should sign to show that a copy was received.	Multiple Choice Single Answer	Easy	100	-
Hazard identification will also need to be reviewed annually, or when there is:	Multiple Choice Single Answer	Easy	100	-
Implementing a workplace safety program requires training your employees in the process of accident prevention and documenting your program.	Multiple Choice Single Answer	Easy	100	-
Safety tools may include:	Multiple Choice Single Answer	Easy	100	-
Whistle-blowers take the risk of facing stiff reprisal and retaliation from those who are accused or alleged of wrongdoing.	Multiple Choice Single Answer	Easy	100	-
The policy statement sets the tone and indicates what the consequences will be.	Multiple Choice Single Answer	Easy	100	-
The final essential component of your safety plan is to include a review process.	Multiple Choice Single Answer	Easy	50	-
Some employees should sign a document stating that they have read, understood, and will follow the company policy	Multiple Choice Single Answer	Easy	100	-
Which of the following activities are prohibited under the Occupational Health and Safety Act;	Multiple Choice Single Answer	Easy	-	-
A principal contractor is	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The most common barriers used in road construction in South Africa are?	Multiple Choice Single Answer	Easy	-	-
True or False: The cost of a construction project includes the purchase price of the property it is to be built on.	Multiple Choice Single Answer	Easy	-	-
There can only be one _____ for a construction project at any one time.	Multiple Choice Single Answer	Easy	-	-
Which of the following are indirect costs?&nbsp;&nbsp;	Multiple Choice Multiple Answer	Easy	-	-
What is necessary before beginning to plan a construction project?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Is the following statement true or false?&nbsp;As in developing appropriate alternatives for facility design, proper technology and methods for construction are often ill-structured yet critical ingredients in the project's success.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Is the following true or false?&nbsp;Three-dimensional geometric models displayed by a computer-aided design (CAD) system cannot help simulate space requirements for operations and identify any interferences&nbsp;	Multiple Choice Single Answer	Easy	-	-
It may be necessary to formulate several _____ plans based on alternative methods and technologies.	Multiple Choice Single Answer	Easy	-	-
Which of the following is not true about defining work tasks?&nbsp;	Multiple Choice Single Answer	Easy	-	-
For the scheduling process itself, numerous computer programs are available. Making construction planners mostly obsolete&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The set of actions defined for a project should be / comprehensive / or utterly / exhaustive	Multiple Choice Single Answer	Easy	-	-
The extent of work involved in any one activity can vary tremendously in construction project plans&nbsp;	Multiple Choice Single Answer	Easy	-	-
It is generally advantageous to introduce a strict&nbsp;plan of work activities to simplify the presentation and development of a schedule.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is false?	Multiple Choice Single Answer	Easy	-	-
Which of the following is true?&nbsp;	Multiple Choice Single Answer	Easy	-	-
The construction activities exist within numerous natural sequences as a result of regulations, requirements for structural integrity and other technical requirements&nbsp;	Multiple Choice Single Answer	Easy	-	-
different types of precedence relationships cannot be defined by their different consequences for the scheduling of activities&nbsp;	Multiple Choice Single Answer	Easy	-	-
It is important to realise that different types of precedence relationships have different implications for the cost and flexibility of revising schedules and changing the construction plan.	Multiple Choice Single Answer	Easy	-	-
Formal scheduling procedures all rely upon rough estimates of the duration of the various project activities&nbsp;	Multiple Choice Single Answer	Easy	-	-
Particular activities can't be modified according to the number of resources applied.	Multiple Choice Single Answer	Easy	-	-
An example of a systematic variation is how on productivity. As a crew become activity and the work habits, their productivity will typically improve.&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
A hierarchical approximate framework decomposes the estimation problem into component parts in which the higher levels in the hierarchy represent attributes that depend upon the details of lower-level adjustments and calculations.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The beta distribution is often used to characterize activity durations, since it does not have an absolute minimum and an absolute maximum of possible duration times&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which one of the following activities is not considered environmental rehabilitation?&nbsp;	Multiple Choice Single Answer	Easy	-	-
After construction protective measures must be established to protect the flora and fauna of the area.	Multiple Choice Single Answer	Easy	-	-
Land rehabilitation/is the process of re-given area to some degree of its former state.	Multiple Choice Single Answer	Easy	-	-
It is required for construction firms to implement protection and restoration programs for threatened and endangered species&nbsp;native to the area.	Multiple Choice Single Answer	Easy	-	-
In South Africa, the most common coding and design aid in the construction industry is ORACLE.	Multiple Choice Single Answer	Easy	-	-
The Estimator should&nbs;not&nbs;possess the knowledge and understanding of the work items (as detailed within SMM) in order to be able to place accurate figures against each of the Bills of Quantity&nbsp;	Multiple Choice Single Answer	Easy	-	-
&nbs;Units Rates are rates per unit of measured work within the Bills of Quantity	Multiple Choice Single Answer	Easy	-	-
Rates are&nbs;none-&nbs;essential to calculate the estimated amount of work.&nbs;	Multiple Choice Single Answer	Easy	-	-
&nbs;The construction costs for a project will depend on the size, type of building, standard of finish required, location (costs will vary according to the region in which the development occurs)	Multiple Choice Single Answer	Easy	-	-
In a recession, construction firms can literally buy work in order to keep their workforce and to ensure some cash flow.&nbs;	Multiple Choice Single Answer	Easy	-	-
_____ is the process of estimating the type and quantities of material, human resources, equipment, or supplies required to perform each activity.	Multiple Choice Single Answer	Easy	-	-
Which is not an estimate resources output?	Multiple Choice Single Answer	Easy	-	-
Which&nbs;one is an estimate resources input?	Multiple Choice Single Answer	Easy	-	-
Which one is not an estimate resources tools and technique?&nbs;	Multiple Choice Single Answer	Easy	-	-
_____ is the process of estimating the type and quantities of material, human resources, equipment, or supplies required to perform each activity.	Multiple Choice Single Answer	Easy	-	-
&ldquo;Fitness to use&rdquo; is about making sure that the product you build has the best design possible to fit the customer&rsquo;s needs.	Multiple Choice Single Answer	Easy	-	-
Prevention over inspection is the common sense principle that the cost of preventing mistakes is generally much less than the cost of correcting them.	Multiple Choice Single Answer	Easy	-	-
The term quality assurance&nbs;encompasses all techniques and activities of an organization that continuously monitor and improve the conformance of products, processes or services to specifications.	Multiple Choice Single Answer	Easy	-	-
A quality audit is a&nbs;dependent assessment comparing	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
the various management and quality activities to a standard.				
Quality management is the means of implementing and carrying out quality policy.	Multiple Choice Single Answer	Easy	-	-
The Project Team should understand the project objectives, goals, and opportunities.&nbsp;	Multiple Choice Single Answer	Easy	-	-
It is unimportant to involve all stakeholders and inform staff that may be affected by quality&nbsp;tests.	Multiple Choice Single Answer	Easy	-	-
Collect feedback from staff and clients on ideas for improvement --usually those who are part of the process can identify innovative ways to improve.&nbsp;	Multiple Choice Single Answer	Easy	-	-
A&nbs;p;Project Sponsor has executive authority and serves as a link to senior management and the strategic aims of the organization, ensures resources and overcomes barriers on behalf of the team, and provides accountability for team members.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Selecting the right team is trivial&nbs;p;for successful implementation of your QI project	Multiple Choice Single Answer	Easy	-	-
Project managers need not, and must not, depend on inspection and correction to achieve project quality.	Multiple Choice Single Answer	Easy	-	-
The risk register contains information on threats and opportunities that may impact quality requirements.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Benchmarking&nbs;p;aids in identifying those stakeholders possessing a particular interest in, or&nbs;p;having an impact on, quality.&nbs;p;	Multiple Choice Single Answer	Easy	-	-
The&nbs;p;Requirements&nbs;p;documentation document&nbs;p;used to coordinate all project planning documents and to assist guide the project&rsquo;s execution and control.	Multiple Choice Single Answer	Easy	-	-
Statistical sampling involves choosing part of a population of interest for inspection (for example, selecting ten engineering drawings at random from a list of seventy-five).	Multiple Choice Single Answer	Easy	-	-
An&nbs;p;inspection is&nbs;p;the process of monitoring and recording results of executing the quality activities to assess performance and recommend necessary changes.	Multiple Choice Single Answer	Easy	-	-
Prevention&nbs;p;is all about&nbs;p;keeping errors out of the process and inspection&nbs;p;keeping errors out of the hands of the customer.	Multiple Choice Single Answer	Easy	-	-
Control Quality is the examination of a work product to determine if it conforms to documented standards.	Multiple Choice Single Answer	Easy	-	-
The&nbs;p;Requirements&nbs;p;documentation document&nbs;p;used to coordinate all project planning documents and to assist guide the project&rsquo;s execution and control.	Multiple Choice Single Answer	Easy	-	-
Tolerances&nbs;p;are&nbs;p;specified range of acceptable results and control limits&nbs;p;that identify the boundaries of common variation in a statistically stable&nbs;p;process or process performance.	Multiple Choice Single Answer	Easy	-	-
What kind of filename extension do Microsoft SQL Server transaction log files have?	Multiple Choice Single Answer	Easy	-	-
What might be a challenge for students when studying online?	Multiple Choice Multiple Answer	Difficult	-	-
What kind of data structure improves the speed of data retrieval?	Multiple Choice Single Answer	Easy	-	-
What is a collection of programs that enables you to enter, organize, and select data from a database?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What is a simple database that uses two-dimensional tables consisting of rows and columns	Multiple Choice Single Answer	Easy	-	-
Which type of database has multiple tables with parent/child relationships and a child that can have more than one parent?	Multiple Choice Single Answer	Easy	-	-
What allows a SQL database to be accessed by multiple users at the same time?	Multiple Choice Single Answer	Easy	-	-
What are the limitations or rules placed on a file or column to ensure that data is considered valid for a database?	Multiple Choice Single Answer	Easy	-	-
What is the primary console used to configure databases for Microsoft SQL Server?	Multiple Choice Single Answer	Easy	-	-
Which of the following is a language element that allows you to use core statements such as INSERT, UPDATE, and DELETE to manipulate data in any SQL Server table?	Multiple Choice Single Answer	Easy	-	-
Which of the following is a subset of T-SQL that deals with creating database objects such as tables and stored procedures?	Multiple Choice Single Answer	Easy	-	-
What kind of statements are USE, CREATE, ALTER, and DROP?	Multiple Choice Single Answer	Easy	-	-
What statement would you use to delete a table from a SQL database?	Multiple Choice Single Answer	Easy	-	-
Which statement can you use to remove rows from a table?	Multiple Choice Single Answer	Easy	-	-
What is the primary means of programming and managing SQL Server?	Multiple Choice Single Answer	Easy	-	-
What allows you to execute SQL commands in a command-line application?	Multiple Choice Single Answer	Easy	-	-
A _____ is an organized collection of data, typically stored in electronic format	Multiple Choice Single Answer	Easy	-	-
What statement is used to add or remove columns from a table?	Multiple Choice Single Answer	Easy	-	-
Primary data files used on a Microsoft SQL server has an _____ extension	Multiple Choice Single Answer	Easy	-	-
True or False?The difference between the TRUNCATE and DELETE commands: The DELETE statement is used to delete rows from a table, but it does not free the space containing the table. Use the SQL TRUNCATE command to delete all rows from the table and free the space containing the table.	Multiple Choice Single Answer	Easy	-	-
True or False?The statement you would use to change the database context: USE	Multiple Choice Single Answer	Easy	-	-
Which attribute specifies the type of data that an object can hold and specifies how many bytes it will take up?	Multiple Choice Single Answer	Easy	-	-
What common data type you would be used to count objects?	Multiple Choice Single Answer	Easy	-	-
What common data type is used to store decimal numbers such as 3.14 and 7.07?	Multiple Choice Single Answer	Easy	-	-
Which data type should you use to store text based on English?	Multiple Choice Single Answer	Easy	-	-
How many bytes does the int data type take up?	Multiple Choice Single Answer	Easy	-	-
What type of conversion occurs without specifying the actual callout function?	Multiple Choice Single Answer	Easy	-	-
How many bytes does a single character take up if it is a	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
varchar that supports English and most European languages?				
What kind of character takes up two bytes of storage and can include almost any language including Chinese, Japanese, and Arabic?	Multiple Choice Single Answer	Easy	-	-
What data type should you use to support Japanese or Arabic text?	Multiple Choice Single Answer	Easy	-	-
Which naming conversion would capitalize the first character of each word with no spaces?	Multiple Choice Single Answer	Easy	-	-
What is a virtual table consisting of different columns from one or more tables?	Multiple Choice Single Answer	Easy	-	-
What are previously written SQL statements that have been stored within a database?	Multiple Choice Single Answer	Easy	-	-
What command is used to execute a stored procedure?	Multiple Choice Single Answer	Easy	-	-
What is a type of attack in which malicious code is inserted into strings that are passed to the SQL server instance?	Multiple Choice Single Answer	Easy	-	-
How many bytes does the money data type take up?	Multiple Choice Single Answer	Easy	-	-
What is the set of rules that determine how data is sorted and compared?	Multiple Choice Single Answer	Easy	-	-
What type of data type would you use to store true/false or yes/no answers?	Multiple Choice Single Answer	Easy	-	-
A char string can be up to _____ characters long.	Multiple Choice Single Answer	Easy	-	-
What does VARCHAR(25) represent?	Multiple Choice Single Answer	Easy	-	-
The below&nbsp;two commands will perform implicit conversion:Cast and Convert.	Multiple Choice Single Answer	Easy	-	-
What command do you use to perform a query in SQL?	Multiple Choice Single Answer	Easy	-	-
What wildcard character retrieves all records with the SELECT command?	Multiple Choice Single Answer	Easy	-	-
What would you use to combine two parameters in a query in SQL?	Multiple Choice Single Answer	Easy	-	-
What clause would you use with the SELECT command that would pull records based on a range?	Multiple Choice Single Answer	Easy	-	-
What keyword used with the SELECT statement is used to not output specified records?	Multiple Choice Single Answer	Easy	-	-
What would you use to combine columns from two different tables?	Multiple Choice Single Answer	Easy	-	-
Which clause used with the SELECT command will return values that you want to exclude from the normal parameters?	Multiple Choice Single Answer	Easy	-	-
What clause is used to combine related data from multiple table sources?	Multiple Choice Single Answer	Easy	-	-
What statement would you use to add data to a table?	Multiple Choice Single Answer	Easy	-	-
What statement would you use to change data in a table?	Multiple Choice Single Answer	Easy	-	-
What statement is used to delete one or more rows in a table?	Multiple Choice Single Answer	Easy	-	-
What statement is used to delete a table from a database?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
How can you prevent the accidental loss of an entire table?	Multiple Choice Single Answer	Easy	-	-
What do you perform when you want to recall specific records from a database?	Multiple Choice Single Answer	Easy	-	-
What command would you use to delete a table while leaving the table structure in place for future use?	Multiple Choice Single Answer	Easy	-	-
True or FalseThe statement you would use to pull First_Name, Last_Name, and ID_Number from the Users table: SELECT First_Name, Last_Name, ID_NumberFROM Users	Multiple Choice Single Answer	Easy	-	-
The statement would you use to pull all records in which the State is CA from the Users table: SELECT *FROM UsersWHERE State = 'CA';	Multiple Choice Single Answer	Easy	-	-
The statement would you use to list the First_Name and Last_Name from the Users table which Department is not IT: SELECT First_Name, Last_NameFROM UsersWHERE NOT Department = 'IT';	Multiple Choice Single Answer	Easy	-	-
The statement would you use to delete the Equipment table: DROP TABLE Equipment	Multiple Choice Single Answer	Easy	-	-
The statement would you use to pull First_Name and Last_Name from the Users table in which Gender is F and State is CA: SELECT First_Name, Last_NameFROM UsersWHERE Gender = 'F' AND State = 'CA';	Multiple Choice Single Answer	Easy	-	-
What do you call the elimination of redundant data?	Multiple Choice Single Answer	Easy	-	-
Which of the following indicates the elimination of repeating groups?	Multiple Choice Single Answer	Easy	-	-
Which of the following indicates the elimination of redundant data?	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a condition for 1NF?	Multiple Choice Single Answer	Easy	-	-
What would enable you to enforce the uniqueness property of columns, other than a primary key within a table?	Multiple Choice Single Answer	Easy	-	-
What is an attribute or set of attributes that can be used to uniquely identify the row?	Multiple Choice Single Answer	Easy	-	-
What key is replicated from the primary key of one table to a secondary table, and then all the key attributes get duplicated from the primary table?	Multiple Choice Single Answer	Easy	-	-
What type of index sorts the data stored inside the table?	Multiple Choice Single Answer	Easy	-	-
What type of index has an index key value that points to a data row, which contains the key value?	Multiple Choice Single Answer	Easy	-	-
What type of field would you make an employee ID?	Multiple Choice Single Answer	Easy	-	-
If you define a primary key, which of the following levels have you reached?	Multiple Choice Single Answer	Easy	-	-
Which level eliminates columns not dependent on keys?	Multiple Choice Single Answer	Easy	-	-
Which level is reached by using primary keys on a table within a SQL Server database?	Multiple Choice Single Answer	Easy	-	-
What structures are used when storing keys for a clustered index?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which type of index uses pointers that point to row location?	Multiple Choice Single Answer	Easy	-	-
True or False How many non-clustered indexes can you have? Unlimited;	Multiple Choice Single Answer	Easy	-	-
True or False By definition, a primary key must be unique and must have a value (which is not null)	Multiple Choice Single Answer	Easy	-	-
True or False A composite primary key occurs when you define more than one column as your primary key.	Multiple Choice Single Answer	Easy	-	-
True or False How many clustered indexes can you have for a table? One	Multiple Choice Single Answer	Easy	-	-
True or False What are the two types of indexes? clustered and nonclustered indexes	Multiple Choice Single Answer	Easy	-	-
What is used to grant a user account access to a database?	Multiple Choice Single Answer	Easy	-	-
What role can you give to a user who gives full access to the SQL server and databases?	Multiple Choice Single Answer	Easy	-	-
What role is automatically granted to all users?	Multiple Choice Single Answer	Easy	-	-
What permission would you assign that will remove the permission previously assigned?	Multiple Choice Single Answer	Easy	-	-
What is the act of establishing or confirming a user or system identity?	Multiple Choice Single Answer	Easy	-	-
What fixed role allows you to create logins for the server?	Multiple Choice Single Answer	Easy	-	-
If you are using mixed mode, what account is the build-in SQL administrator account?	Multiple Choice Single Answer	Easy	-	-
Which type of backup backs up all changes since the last backup?	Multiple Choice Single Answer	Easy	-	-
Which type of backup backs up only the data in the primary filegroup and specified files or filegroups?	Multiple Choice Single Answer	Easy	-	-
What fixed server role allows you to create, alter, and drop disk files?	Multiple Choice Single Answer	Easy	-	-
Which service account should you use if you need to have network access?	Multiple Choice Single Answer	Easy	-	-
What fixed database role allows you to have full permission to a database?	Multiple Choice Single Answer	Easy	-	-
What fixed database role would you use to manage database-level security roles and permissions?	Multiple Choice Single Answer	Easy	-	-
What command would you use to grant object permissions?	Multiple Choice Single Answer	Easy	-	-
If you need to restore a database after an incremental backup, what do you need to do for a restore?	Multiple Choice Single Answer	Easy	-	-
True or False A piecemeal restore restores the database in stages.	Multiple Choice Single Answer	Easy	-	-
True or False Which fixed server roles can create, alter, and drop databases? Dbcreator	Multiple Choice Single Answer	Easy	-	-
True or False What command is used to create a user called serveruser1? CREATE USER 'serveruser1'@'localhost';	Multiple Choice Single Answer	Easy	-	-
True or False In mixed mode, what two types of logins are allowed? Windows logins and SQL logins	Multiple Choice Single Answer	Easy	-	-
True or False What command would you use to remove a user	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
from a SQL server? DROP LOGIN				
Booking.com's aim, is to:	Multiple Choice Single Answer	Easy	100	-
True or False TripAdvisor is a platform used by travellers to rate places of accommodations, tourist attractions, and restaurants for fellow travellers.	Multiple Choice Single Answer	Easy	100	-
True or False You need to register and log in to Booking.com's website to search for accommodation.	Multiple Choice Single Answer	Easy	-	-
True or False You can reserve a booking via Booking.com without paying upfront for it.	Multiple Choice Single Answer	Easy	100	-
True or False The term preferred class on the Expedia website refers to the class of a flight you would like to fly with, e.g. first class.	Multiple Choice Single Answer	Easy	100	-
True or False Technology allows people to discuss topics of interests without meeting face to face.	Multiple Choice Single Answer	Easy	100	-
True or False It is easy to lose that personal touch if you rely on technology too much	Multiple Choice Single Answer	Easy	100	-
True or False Technology doesn't provide a base for socialisation	Multiple Choice Single Answer	Easy	100	-
True or False Technology improves communication and efficiency with operators.	Multiple Choice Single Answer	Easy	100	-
True or False Operators don't benefit as much as tourists from technology as the competitors all have digital footprints and similar offerings.	Multiple Choice Single Answer	Easy	-	-
True or False Phishing scams, hacking, and breach of cyber security means that personal information can fall into the wrong hands, with major repercussions.	Multiple Choice Single Answer	Easy	100	-
True or False Operators can use technology to make bookings with the latest booking systems.	Multiple Choice Single Answer	Easy	100	-
True or False: Multimedia production is used in advertising campaigns	Multiple Choice Single Answer	Easy	-	-
True or False: Animation is one of the elements of Multimedia	Multiple Choice Single Answer	Easy	-	-
True or False: Examples of graphic include drawings, logos, 3d graphics, photos and illustrations	Multiple Choice Single Answer	Easy	-	-
True or False: mp4, mp3, .JPEG, PNG are all examples of file names	Multiple Choice Single Answer	Easy	-	-
Which of the following are elements of Multimedia?	Multiple Choice Multiple Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False: Create surveys for research through various media platforms to gather feedback on user's ease of use and satisfaction interfacing on company websites and products.	Multiple Choice Single Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False: Design the aesthetics to be implemented within a website or product, from the layout menus and drop-down options to colours and fonts allowing for interface edits as needed	Multiple Choice Single Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False: Analyse customer responses and website data to examine high traffic web pages and determine why certain webpages perform better	Multiple Choice Single Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False: Build storyboards to conceptualize designs and convey project plans to clients and management	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The following are responsibilities of a UX Designer. True or False:Enhance user experience by creating seamless navigation through various digital programs and interfaces within the company&nbsp;	Multiple Choice Single Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False:Combine interface design concepts with digital design and establish milestones to encourage cooperation and teamwork&nbsp;	Multiple Choice Single Answer	Easy	-	-
The following are responsibilities of a UX Designer. True or False:Create surveys for research through various social media platforms to gather feedback on user's ease of use	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a Design principle?	Multiple Choice Single Answer	Easy	-	-
True or FalseWithout hierarchy, there would be no emphasis or movement	Multiple Choice Single Answer	Easy	-	-
True or FalseScale is used to create distortion in a design	Multiple Choice Single Answer	Easy	-	-
True or FalseRhythm is achieved by using a consistent colour scheme when adding variety in shapes	Multiple Choice Single Answer	Easy	-	-
True or FalseMagazines will use different fonts and sizes but use different grid templates	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour represents steadfastness, loyalty, wisdom, and dependability	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour is cheerful and associated with laughter and happiness	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour is associated with being romantic, sentimental, and exciting	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour represents passion, excitement and danger	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour is associated with purity and cleanliness	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.The colour of wealth, money and prosperity	Multiple Choice Single Answer	Easy	-	-
What colour is described in each of the following statements.This colour is tied to fun times, energetic days, and organic products	Multiple Choice Single Answer	Easy	-	-
True or False:Helvetica and Times New Roman are types of fonts used for Readability	Multiple Choice Single Answer	Easy	-	-
True or False:Leading is the distance between lines of type	Multiple Choice Single Answer	Easy	-	-
True or False:Italics are specially designed fonts and are often within a type family	Multiple Choice Single Answer	Easy	-	-
True or False:Kerning refers to space between characters	Multiple Choice Single Answer	Easy	-	-
True or False:White space must be used to balance a lay-out	Multiple Choice Single Answer	Easy	-	-
True or False:Can Two dimensional forms create the illusion of three dimensional spaces and spaces	Multiple Choice Single Answer	Easy	-	-
True or False:Did the ancient Romans have the ability to	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
depict depth in their paintings?				
True or False: Can hue and value be used to show whether an object is near or far?	Multiple Choice Single Answer	Easy	-	-
True or False: Is changing the size and placement the easiest way to indicate three dimensional space?	Multiple Choice Single Answer	Easy	-	-
True or False: Is atmospheric space used when objects that are placed in the upper half of a page lack contrast, detail, and texture	Multiple Choice Single Answer	Easy	-	-
Confirm whether the following is a Research method or a Design method: Study historic and contemporary examples, media	Multiple Choice Single Answer	Easy	-	-
Confirm whether the following is a Research method or a Design method: Collection of preliminary field data	Multiple Choice Single Answer	Easy	-	-
Confirm whether the following is a Research method or a Design method: Publication of findings	Multiple Choice Single Answer	Easy	-	-
Confirm whether the following is a Research method or a Design method: Work is created in a series, with each work suggesting problems to explore in subsequent work	Multiple Choice Single Answer	Easy	-	-
Confirm whether the following is a Research method or a Design method: Exhibition of work or production of design	Multiple Choice Single Answer	Easy	-	-
True or False: A UI Designer needs to be proficient in visual design programs such as Adobe PhotoShop	Multiple Choice Single Answer	Easy	-	-
True or False: The main focus of a UI Designer is to bring a UX designer's ideas to life	Multiple Choice Single Answer	Easy	-	-
True or False: A UI Designer focuses on understanding user behaviours, needs, and motivations through observation techniques	Multiple Choice Single Answer	Easy	-	-
True or False: A UI Designer produces a product's skin, senses, and make-up	Multiple Choice Single Answer	Easy	-	-
True or False: A UI Designer works closely with the client and UX Designer	Multiple Choice Single Answer	Easy	-	-
Name the types of wireframes:	Multiple Choice Single Answer	Easy	-	-
Which one is not a main category of a UI element?	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a type of UI element?	Multiple Choice Single Answer	Easy	-	-
True or False: A meatball menu is a set of three horizontal lines	Multiple Choice Single Answer	Easy	-	-
True or False: A modal is a message that you need to interact with before you can return to your flow	Multiple Choice Single Answer	Easy	-	-
True or False: Steppers are two-segment controls that also let users adjust a value	Multiple Choice Single Answer	Easy	-	-
True or False: A side bar displays content at the bottom of the page	Multiple Choice Single Answer	Easy	-	-
True or False: Content is refined and adjusted in your medium-fidelity wireframe	Multiple Choice Single Answer	Easy	-	-
In Python, class is for a concrete object.	Multiple Choice Single Answer	Easy	-	-
class Dog: def __init__(self, name, age): self.name =	Multiple Choice Single Answer	Easy	-	-



Question	Type	Level	% Correct	#Linked Assessments
from the Manage tab, Project Location panel, Coordinates drop-down?				
_____ can be drawn to represent a known survey point.	Multiple Choice Single Answer	Easy	-	-
_____ can be drawn to represent a known survey point.	Multiple Choice Single Answer	Easy	-	-
asdf	Multiple Choice Single Answer	Easy	-	-
Enter your name and surname.	Short Answer	Easy	-	-
Enter your student number	Short Answer	Easy	-	-
Please indicate which mode of delivery you are enrolled for: Full Time (Contact) Full Time (Online) Part Time	Short Answer	Easy	-	-
What device did you use to fill in this diagnostic test? Laptop Tablet Cell Phone Friend's Device AIE's Library Computer	Short Answer	Easy	-	-
Please state which Microsoft applications you have made use of before coming to AIE. Outlook PowerPoint Excel Word Access One Note	Long Answer	Easy	-	1
What software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
Which software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
Which software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
Which software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
What is this the logo for?	Multiple Choice Single Answer	Easy	-	-
What is the most correct in terms of the expression "Netiquette":	Multiple Choice Single Answer	Easy	-	-
In the image below, which area of the toolbar would you look at to change line spacing in your essay?	Multiple Choice Single Answer	Easy	-	-
The function of the button marked in the red box is to...	Multiple Choice Single Answer	Easy	-	-
What area of the toolbar would you click to change the page layout from portrait to landscape?	Multiple Choice Single Answer	Easy	-	-
Based on image below, if you wanted to add a picture from Google into your document, which button would you select?	Multiple Choice Single Answer	Easy	-	-
Based on the image below, if you wanted to add a shape into your document, which button would you select?	Multiple Choice Single Answer	Easy	-	-
What is the function of the button in the red box?	Multiple Choice Single Answer	Easy	-	-
In Microsoft Excel, the "Wrap Text" function allows you to do which of the following	Multiple Choice Single Answer	Easy	-	-
In Microsoft Excel, the "Conditional Formatting" function allows you to do which of the following	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
In Microsoft Excel, the "AutoSum" function allows you to do which of the following	Multiple Choice Single Answer	Easy	-	-
When you need to create a formula in Microsoft Excel to add numbers together, you should use which formula?	Multiple Choice Single Answer	Easy	-	-
In the image below, what does the term "CC" stand for?	Multiple Choice Single Answer	Easy	-	-
In the image below, what does the term "BCC" stand for?	Multiple Choice Single Answer	Easy	-	-
In the image below, what is the purpose of the "Subject" line?	Multiple Choice Single Answer	Easy	-	-
When sending an email, it is advised that you should type everything in capital letters?	Multiple Choice Single Answer	Easy	-	-
Imagine you are using a Microsoft application and you are going to save a document for the first time. Arrange the following actions into the correct order.o; &nbsp;&nbsp; Pick file destinationo;&nbsp;&nbsp; Saveo;&nbsp;&nbsp; Save aso;&nbsp;&nbsp; Fileo;&nbsp;&nbsp; Rename	Multiple Choice Single Answer	Easy	-	-
When working with most Microsoft software programs, what function does the keyboard shortcut "CTRL + C" complete?	Multiple Choice Single Answer	Easy	-	-
When working with most Microsoft programs, what function does the keyboard shortcut "CTRL + V" complete	Multiple Choice Single Answer	Easy	-	-
When working with most Microsoft programs, what function does the keyboard shortcut "CTRL + S" complete	Multiple Choice Single Answer	Easy	-	-
What is Hybrid Learning?	Multiple Choice Single Answer	Easy	-	-
Pick the correct answer that labels all of the features in the diagram presented.	Multiple Choice Single Answer	Easy	-	-
Which software application is this the logo for?	Multiple Choice Single Answer	Easy	-	-
Adobe Photoshop is used to:	Multiple Choice Single Answer	Easy	-	-
A .indd file is a ... File:	Multiple Choice Single Answer	Easy	-	-
Facebook is an example of what type of application?	Multiple Choice Single Answer	Easy	-	-
An Anti-Virus Software could be considered as a...	Multiple Choice Single Answer	Easy	-	-
Which of the following is a potential drawback of using Freeware?	Multiple Choice Single Answer	Easy	-	-
A general term used to describe a class of software program that negatively affects your computer	Multiple Choice Single Answer	Easy	-	-
Which software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
Which software application is shown in the picture below?	Multiple Choice Single Answer	Easy	-	-
True or FalseA donut shape is a compound path.	Multiple Choice Single Answer	Easy	-	-
How can you create a compound path from two or more shapes?	Multiple Choice Single Answer	Easy	-	-
Which of the Pathfinder functions can be used to combine shapes into one shape?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The Shape Builder tool is in merge mode by default, what must you hold in to switch to erase mode?	Multiple Choice Single Answer	Easy	-	-
True or FalseAn EPS file cannot be edited in Illustrator because it is not a vector file	Multiple Choice Single Answer	Easy	-	-
True or FalseCMYK should be the colour mode setting for designs that will be printed	Multiple Choice Single Answer	Easy	-	-
What is a benefit of a global swatch	Multiple Choice Single Answer	Easy	-	-
What does the Live Paint Bucket Tool do?	Multiple Choice Single Answer	Easy	-	-
Where are saved patterns stored?	Multiple Choice Single Answer	Easy	-	-
True or FalseThe Mesh Tool can create the appearance of a 3D object by applying different shades of colour to an object	Multiple Choice Single Answer	Easy	-	-
True or FalseThe Blob Brush Tool and the Paintbrush Tool have settings that are accessed by double-clicking on their Tool icon	Multiple Choice Single Answer	Easy	-	-
What is the main difference between the Blob Brush and the Paintbrush tools?	Multiple Choice Single Answer	Easy	-	-
How can you get a calligraphic effect with the Blob Brush?	Multiple Choice Single Answer	Easy	-	-
How can you access other Brushes?	Multiple Choice Single Answer	Easy	-	-
True or FalseYou cannot create custom brushes	Multiple Choice Single Answer	Easy	-	-
True or FalseA Graphic Style cannot include a Drop Shadow Effect	Multiple Choice Single Answer	Easy	-	-
How can you create a Paragraph Style	Multiple Choice Single Answer	Easy	-	-
When should a Character Style be used?	Multiple Choice Single Answer	Easy	-	-
What is the term used for a symbol that is used in a design	Multiple Choice Single Answer	Easy	-	-
True or FlaseA symbol sprayer can only use symbols from the Symbols panel	Multiple Choice Single Answer	Easy	-	-
True or False3D Revolve sweeps a path or shape in a circular direction around the y axis	Multiple Choice Single Answer	Easy	-	-
Which function gives the appearance that a flat shape is rotated on a 3D plane but does not add &lsquo;volume&rsquo; or a body to the shape.	Multiple Choice Single Answer	Easy	-	-
In order to map a graphic onto a 3D shape, what must it be converted to?	Multiple Choice Single Answer	Easy	-	-
What perspectives can be viewed?	Multiple Choice Single Answer	Easy	-	-
True or FalseThe Perspective Distort tool works on a Perspective Grid	Multiple Choice Single Answer	Easy	-	-
True or FalseIt is always best to work on multiple layers in Illustrator	Multiple Choice Single Answer	Easy	-	-
How do you hide contents on a layer?	Multiple Choice Single Answer	Easy	-	-
How do you rename a layer?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What does "Using Layers to Target Objects" mean?	Multiple Choice Single Answer	Easy	-	-
True or False Adding Transparency to Targeted objects using the Layers panel will create a transparency as if all those objects were grouped together	Multiple Choice Single Answer	Easy	-	-
True or False To place an image go to File>Import	Multiple Choice Single Answer	Easy	-	-
What happens when you place an image and then delete that image file from your computer?	Multiple Choice Single Answer	Easy	-	-
What can you do in the Links panel?	Multiple Choice Single Answer	Easy	-	-
What is a better alternative to using the Crop Image function?	Multiple Choice Single Answer	Easy	-	-
True or False Using Image Trace on a photo will produce a photo quality vector graphic	Multiple Choice Single Answer	Easy	-	-
True or False Text should be converted to outlines to avoid font problems when printing	Multiple Choice Single Answer	Easy	-	-
What is the standard amount of bleed used?	Multiple Choice Single Answer	Easy	-	-
What format should an Illustrator file be converted to once it is print-ready?	Multiple Choice Single Answer	Easy	-	-
When creating a PDF for print what should always be selected in the Marks and Bleeds category when bleed has been added	Multiple Choice Single Answer	Easy	-	-
True or False Packaging an Illustrator file means that all linked resources are collected and saved in a folder	Multiple Choice Single Answer	Easy	-	-
True or False The intersect function in the Pathfinder panel will let you create a leaf shape from two overlapping circles.	Multiple Choice Single Answer	Easy	-	-
True or False The Colour Libraries Panel allows you to recolour selected artwork	Multiple Choice Single Answer	Easy	-	-
True or False You can create a custom brush in the Brushes panel	Multiple Choice Single Answer	Easy	-	-
True or False A Graphic Style allows you to save different properties of an object in one place	Multiple Choice Single Answer	Easy	-	-
What tool can you use to easily apply many of the same symbol onto an artboard?	Multiple Choice Single Answer	Easy	-	-
True or False A layer cannot be locked	Multiple Choice Single Answer	Easy	-	-
True or False Placed images are linked to the source file on your computer	Multiple Choice Single Answer	Easy	-	-
True or False Clipping Masks work well to crop images	Multiple Choice Single Answer	Easy	-	-
True or False Bleed should be added to any colour that will be printed to the edge of a design	Multiple Choice Single Answer	Easy	-	-
What is the best way to work on an Illustrator file on another computer?	Multiple Choice Single Answer	Easy	-	-
What is the purpose of the Project Browser?	Multiple Choice Single Answer	Easy	-	-
Which part(s) of the interface changes according to the command you are using? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
When you start a new project, how do you specify the base information in the new file?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What is the purpose of an alignment line?	Multiple Choice Single Answer	Easy	-	-
What are the two methods for starting Move or Copy command?	Multiple Choice Single Answer	Easy	-	-
Which command would you use to remove part of a wall?	Multiple Choice Single Answer	Easy	-	-
Which command do you use if you want two walls that are not touching to come together	Multiple Choice Single Answer	Easy	-	-
What type of view do you need to be in to add a level to your project?	Multiple Choice Single Answer	Easy	-	-
Which of the following elements can be copies and monitored? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
Where can columns be placed?	Multiple Choice Single Answer	Easy	-	-
How do you add additional column families to use in a project?	Multiple Choice Single Answer	Easy	-	-
Which element is the host for an isolated footing?	Multiple Choice Single Answer	Easy	-	-
True or False The Structural Foundation: Wall command requires a host wall to already be in place	Multiple Choice Single Answer	Easy	-	-
Which of the following describes a Beam System?	Multiple Choice Single Answer	Easy	-	-
True or False The Visibility Graphics Overrides dialog box can be used to turn individual elements on and off	Multiple Choice Single Answer	Easy	-	-
When creating a slab which of the following Drawing Tools used to create a boundary automatically updates the slab boundary if the other elements are changed? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
Which tool would you use to set or modify the direction of metal decking in a structural floor?	Multiple Choice Single Answer	Easy	-	-
Which of the following elements can have reinforcement added to it? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
Match the graphics below to the correct description of each view: Medium/fine level of detail set in the View Control Bar	Multiple Choice Single Answer	Easy	-	-
Match the graphics below to the correct description of each view: Boundary conditions added to the model	Multiple Choice Single Answer	Easy	-	-
Match the graphics below to the correct description of each view: Coarse level of detail set in the View Control Bar	Multiple Choice Single Answer	Easy	-	-
Match the graphics in the figure below to the correct description of each view: Analytical Isolated view template applied	Multiple Choice Single Answer	Easy	-	-
How do you specify the size of a sheet?	Multiple Choice Single Answer	Easy	-	-
On how many sheets can a view be placed?	Multiple Choice Single Answer	Easy	-	-
True or False Detail Lines created in one view also display in the related view	Multiple Choice Single Answer	Easy	-	-
When you draw detail lines they are.....	Multiple Choice Single Answer	Easy	-	-
How do you switch from the drawing window to the text window?	Multiple Choice Single Answer	Easy	-	-
What is the quickest way to repeat a command?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
When using the Line command, how do you exit the command once you have finished drawing line segments?	Multiple Choice Single Answer	Easy	-	-
How do you draw a line at a precise angle using the Polar Tracking feature?	Multiple Choice Single Answer	Easy	-	-
What is the best method to draw a perfectly horizontal line using the Line command?	Multiple Choice Single Answer	Easy	-	-
When you set Object Snap options in the Drafting Settings dialog box, the object snaps are:	Multiple Choice Single Answer	Easy	-	-
When can you use an Object Snap override from the shortcut menu?	Multiple Choice Single Answer	Easy	-	-
What is the difference between a Window and a Crossing selection box?	Multiple Choice Single Answer	Easy	-	-
When you are selecting objects for a command, such as Move or Copy, how do you end the object selection?	Multiple Choice Single Answer	Easy	-	-
How do you move an existing object to a different layer?	Multiple Choice Single Answer	Easy	-	-
After creating an object, how do you locate it on the same layer as another object in the drawing?	Multiple Choice Single Answer	Easy	-	-
Which of the following is a valid method for constructing an arc in the AutoCAD software?	Multiple Choice Single Answer	Easy	-	-
Which of the following is NOT true for a polyline?	Multiple Choice Single Answer	Easy	-	-
What Colour is a Hot grip?	Multiple Choice Single Answer	Easy	-	-
Which command reports the length and linetype of a line?	Multiple Choice Single Answer	Easy	-	-
When you select multiple objects, the Properties palette only displays which of the following?	Multiple Choice Single Answer	Easy	-	-
When you start the Trim command, what do you select first?	Multiple Choice Single Answer	Easy	-	-
How do you know which chamfer distances are going to be applied when you start the Chamfer command?	Multiple Choice Single Answer	Easy	-	-
When inserting a block with the Insert command, which parameters must be specified?	Multiple Choice Single Answer	Easy	-	-
Some dynamic blocks display the following modification grips:	Multiple Choice Single Answer	Easy	-	-
What does the dashed boundary on a layout represent?	Multiple Choice Single Answer	Easy	-	-
Which of the following is true with respect to viewports in a layout?	Multiple Choice Single Answer	Easy	-	-
To plot a layout, what scale should you normally use in the Plot Scale area in the Plot dialog box?	Multiple Choice Single Answer	Easy	-	-
Which of the following can you do using the preview of a plot?	Multiple Choice Single Answer	Easy	-	-
When creating Multiline text, you pick two points. What do those points determine?	Multiple Choice Single Answer	Easy	-	-
When a table is selected, what does the square grip do?	Multiple Choice Single Answer	Easy	-	-
In the Hatch Creation contextual tab, which tool do you use to specify an area of the drawing that you want to hatch?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which option do you use to create new vertices on non-associative hatch boundaries?	Multiple Choice Single Answer	Easy	-	-
Which command would you use to display the length of a diagonal line so that the dimension line is parallel to the diagonal line?	Multiple Choice Single Answer	Easy	-	-
What is the purpose of Continue Dimension?	Multiple Choice Single Answer	Easy	-	-
When working in AutoCAD Civil 3D, what workspaces do you have access to? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What is the purpose of the Toolspace?	Multiple Choice Single Answer	Easy	-	-
What file extension does a drawing template use?	Multiple Choice Single Answer	Easy	-	-
Where do you need to go to set the Coordinate System of the drawing?	Multiple Choice Single Answer	Easy	-	-
What is the function of the Styles in AutoCAD Civil 3D?	Multiple Choice Single Answer	Easy	-	-
What type of projects are Data Shortcuts best for?	Multiple Choice Single Answer	Easy	-	-
Where do you manage the Data Shortcuts? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What do you need to do to update the Data Shortcuts?	Multiple Choice Multiple Answer	Easy	-	-
What does the New Shortcuts Folder option do?	Multiple Choice Single Answer	Easy	-	-
What is the eTransmit used for?	Multiple Choice Single Answer	Easy	-	-
What is the Parcel Layout command used for?	Multiple Choice Single Answer	Easy	-	-
What is a ROW Parcel?	Multiple Choice Single Answer	Easy	-	-
What is the Minimum Width option used for from the Parcel Layout Tools drop-down arrow?	Multiple Choice Single Answer	Easy	-	-
What is the Slide Line & Edit command used for?	Multiple Choice Single Answer	Easy	-	-
What is Survey Figures?	Multiple Choice Single Answer	Easy	-	-
What do points in AutoCAD Civil 3D consist of?	Multiple Choice Single Answer	Easy	-	-
What is the Text Component Editor dialog box used for?	Multiple Choice Single Answer	Easy	-	-
What is the correct surface process?	Multiple Choice Single Answer	Easy	-	-
What does the Weeding Factors do to the surface definition?	Multiple Choice Single Answer	Easy	-	-
What type of breaklines can be added to a surface. (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
How do you access the Surface Editing Tools? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
Where can you go to get access to the Volumes Dashboard?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What does the Use Criteria-Based Design do to your alignment?	Multiple Choice Single Answer	Easy	-	-
Where can you add Station Equations to your drawing?	Multiple Choice Single Answer	Easy	-	-
What different labels are available for an Alignment? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What are the items displayed in the following picture managed by?	Multiple Choice Single Answer	Easy	-	-
What is the Graph Tab in the Profile View Style used for?	Multiple Choice Single Answer	Easy	-	-
What is the Stacked Profile page in the Create Profile View Wizard used for?	Multiple Choice Single Answer	Easy	-	-
How can you update the bands if they are only display the NGL elevations (as shown in the first image below) and not the NGL and Design Profile elevations (as shown in the second image)?	Multiple Choice Single Answer	Easy	-	-
What Palette do you use to add subassemblies?	Multiple Choice Single Answer	Easy	-	-
After creating the right-hand side of the assembly, how can you quickly create the left-hand side?	Multiple Choice Single Answer	Easy	-	-
What is the Frequency setting in the corridor used for?	Multiple Choice Single Answer	Easy	-	-
What is important to have available in the drawing when you get to the Corridor Regions Tab while creating an Intersection?	Multiple Choice Single Answer	Easy	-	-
What is the Overhang Correction used for?	Multiple Choice Single Answer	Easy	-	-
From where can you access the Drive tool? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What options do you have for creating feature lines? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
How does the Grading Elevation Editor assist users?	Multiple Choice Single Answer	Easy	-	-
How do you edit a grading object after it has been created? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
The Grading Volumes can&hellip;. (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What types of pipe networks can be created in AutoCAD Civil 3D? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
How can you create additional custom parts for Gravity Pipe Networks?	Multiple Choice Single Answer	Easy	-	-
If the pipe network is not adhering to the Pipe and Structure Rules, what should you do?	Multiple Choice Single Answer	Easy	-	-
What parts can be added to a Pressure Pipe network? (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
You can create Section Views without Sample Lines?	Multiple Choice Single Answer	Easy	-	-
Which of the following tabs allows you to choose the section style?	Multiple Choice Single Answer	Easy	-	-
Where will the Sample Lines and Sections be listed in the Toolspace?	Multiple Choice Single Answer	Easy	-	-
How many types of quantity takeoffs can be calculated?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
What does the Material volumes represent?	Multiple Choice Single Answer	Easy	-	-
What can a mass haul diagram calculate? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What tool do you use to calculate Earthwork and Material Volumes	Multiple Choice Single Answer	Easy	-	-
What do you need to do first when you want to create plan and profile sheets?	Multiple Choice Single Answer	Easy	-	-
True or False You can make changes to the View Frames after creating the sheets.	Multiple Choice Single Answer	Easy	-	-
What happens after creating sheets? (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What is the Sheet subset for?	Multiple Choice Single Answer	Easy	-	-
How can you rename and renumber sheets?	Multiple Choice Single Answer	Easy	-	-
In which of the following would you navigate to for project/family views?	Multiple Choice Single Answer	Easy	-	-
What is the shape of the icon used to adjust the visual style of a project/family in 3D view?	Multiple Choice Single Answer	Easy	-	-
True or False Revit can guarantee the co-ordination of any project	Multiple Choice Single Answer	Easy	-	-
The following views can be used for creating levels: (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
When selecting any element/object, the ribbon will automatically switch to the _____ &nbsp;&nbsp;tab.	Multiple Choice Single Answer	Easy	-	-
What are the shortcut keys for launching the Visibility Graphics dialogue box?	Multiple Choice Single Answer	Easy	-	-
Choose the three correct options for individually Overriding Graphics in view of an object.	Multiple Choice Single Answer	Easy	-	-
After the selection of any object in the model, where would you click to modify the finish of the object's render appearance?	Multiple Choice Single Answer	Easy	-	-
The best performance of components within a project/model would be achieved by using less _____?	Multiple Choice Single Answer	Easy	-	-
For the practical purposes of BIM, there are _____ dimensions (D's).	Multiple Choice Single Answer	Easy	-	-
True or False To change the shape of walls placed projects, one would use the 'Edit Profile' tool.	Multiple Choice Single Answer	Easy	-	-
True or False When creating any wall type, you need to draw two separate lines, in order to indicate the wall thickness.	Multiple Choice Single Answer	Easy	-	-
The default tool for defining a floor, or roof by boundary is?	Multiple Choice Single Answer	Easy	-	-
True or False For sketching floors, roofs, and ceilings, lines can overlap to create desired shapes.	Multiple Choice Single Answer	Easy	-	-
True or False If a family component is system hosted, it can be free-standing.	Multiple Choice Single Answer	Easy	-	-
After creating a custom system family group, what saving method will allow for this group to be loaded into other projects? Save as:	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which are the two types of schedules one can create in a project?	Multiple Choice Multiple Answer	Easy	-	-
Which of the following elements cannot be tagged using Tag by Category?	Multiple Choice Single Answer	Easy	-	-
How would deleting a door component affect the model and the schedule in a project?	Multiple Choice Single Answer	Easy	-	-
True or FalseIn a created schedule, if you change information (such as a Type Mark) all instances of that type will update with the new information.	Multiple Choice Single Answer	Easy	-	-
When adding rooms to a project, but they are not displayed in a specific plan view, what would one do?	Multiple Choice Single Answer	Easy	-	-
Which of the following are ways to create a detail in a project?	Multiple Choice Single Answer	Easy	-	-
True or FalseWhen modeling a sweep, or swept blend, one can draw the desired profile in Plan View.	Multiple Choice Single Answer	Easy	-	-
What is the advantage of creating a solid form and then converting it to a void form?	Multiple Choice Single Answer	Easy	-	-
True or FalseIn the creation of any family, the choice of category will not affect how the element operates and performs in a project	Multiple Choice Single Answer	Easy	-	-
Which of the following tools can be used to model masses by face?	Multiple Choice Single Answer	Easy	-	-
What is the difference between solid form massing and freeform massing?	Multiple Choice Single Answer	Easy	-	-
True or FalseWhen creating masses in-place, one cannot apply building components such as floors, walls, roofs & curtain systems	Multiple Choice Single Answer	Easy	-	-
Should a Mass form be modified in any way, how would elements that were modelled by face be affected and updated?	Multiple Choice Multiple Answer	Easy	-	-
True or FalseIf reference planes are defined within a stair sketch environment, then they will not be visible after the stair is finished.	Multiple Choice Single Answer	Easy	-	-
What tool would one use to break up a solid curtain wall panel into individual glass panel sections?	Multiple Choice Single Answer	Easy	-	-
What would be the default method for mullion placement on a curtain wall be?	Multiple Choice Single Answer	Easy	-	-
A glass panel can be replaced with the following, on a curtain wall system: (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
The following are default bounding elements when using the room tool for identifying and collating data for particular spaces: (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
True or FalseA Room Separation Line can be used to create a theoretical vertical membrane, should no physical barrier exist in a space	Multiple Choice Single Answer	Easy	-	-
By default, Revit will only calculate the area of a room space which is defined on plan at an elevation of _____ mm above the floor level.	Multiple Choice Single Answer	Easy	-	-
Where would you locate the insulation tool when creating annotative details?	Multiple Choice Single Answer	Easy	-	-
What tool is used to create a 'zoomed-in' view of a portion of a model.	Multiple Choice Single Answer	Easy	-	-
What can be placed over a title sheet in aid of view placement?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Name the two ways for adding views onto a created sheet in a project.	Multiple Choice Multiple Answer	Easy	-	-
True or False It is not possible to have more than one file linked to a project	Multiple Choice Single Answer	Easy	-	-
The suitability of various options of sub-division of a project model within a discipline can be dependent on factors such as: (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
What is the purpose of the Project Browser?	Multiple Choice Single Answer	Easy	-	-
What is the difference between Type Properties and Properties on the Ribbon?	Multiple Choice Single Answer	Easy	-	-
Which of the following commands imports a component, such as a sink, that is not available in your projects?	Multiple Choice Single Answer	Easy	-	-
Both Rotate and Array with Radial have a center of rotation that defaults to the center of the element or group of elements you have selected. How do you move the center of rotation to another point as shown in the figure below? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
When you select a Mechanical Equipment component, several icons display. What is the purpose of these icons? (Select all that Apply)	Multiple Choice Multiple Answer	Easy	-	-
True or False When you draw connecting elements (such as duct or pipe) directly from a component, the connector you select controls the size and elevation	Multiple Choice Single Answer	Easy	-	-
Which of the following elements can be copied and monitored? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
How many times can one project be linked into another project?	Multiple Choice Single Answer	Easy	-	-
How do you create multiple interior elevations in one room?	Multiple Choice Single Answer	Easy	-	-
When you want to add spaces to a project that uses a linked model, what is required for the spaces to work as expected?	Multiple Choice Single Answer	Easy	-	-
When you have a space that is not defined entirely by walls, such as a balcony in a 2-story lobby, how do you control the size of the space?	Multiple Choice Single Answer	Easy	-	-
Which of the following commands can be used when modifying pipe? (Select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
True or False Parallel pipe runs are created automatically at the correct distance from equipment, as shown in the Figure below	Multiple Choice Single Answer	Easy	-	-
True or False The purpose of a Base is to serve as a placeholder equipment connection point when generating and automatic layout	Multiple Choice Single Answer	Easy	-	-
Which of the following commands creates a table that is linked to an Excel file?	Multiple Choice Single Answer	Easy	-	-
Text that automatically updates with the current information, such as a date or filename, is created with:	Multiple Choice Single Answer	Easy	-	-
If you add an attribute to a block after it has been created, which command do you use to update the existing block in a drawing?	Multiple Choice Single Answer	Easy	-	-
What command would you use to create a plot file that can be read in AutoDesl Design Review software and includes multiple layouts?	Multiple Choice Single Answer	Easy	-	-
Which actions are available in the Dynamic Block shown in Figure A-1?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
When you are setting up the CAD Standards tools in the AutoCAD software, what type of file do you create to hold the standards?	Multiple Choice Single Answer	Easy	-	-
Which of the following user interface objects can be customized in the CUI?	Multiple Choice Single Answer	Easy	-	-
Which of the following is true of layers in a referenced drawing?	Multiple Choice Single Answer	Easy	-	-
You want to create a dynamic block that stretches in one direction.&nbsp;&nbsp;Which block authoring tools are required?	Multiple Choice Single Answer	Easy	-	-
Which command do you use to create hard copies of all the layouts in a drawing?	Multiple Choice Single Answer	Easy	-	-
Plot Styles are used to&hellip;.	Multiple Choice Single Answer	Easy	-	-
To associate attributes with a block&hellip;.	Multiple Choice Single Answer	Easy	-	-
What is a workspace?	Multiple Choice Single Answer	Easy	-	-
Layer filters can be used to do which of the following?	Multiple Choice Single Answer	Easy	-	-
How can you cancel a command using the keyboard?	Multiple Choice Single Answer	Easy	-	-
What is the format to type in when you are placing a line at a coordinate of X=6 and Y=10?	Multiple Choice Single Answer	Easy	-	-
How are coordinates specified in the Cartesian workspace?	Multiple Choice Single Answer	Easy	-	-
When commands have options how can it be activated? Select the incorrect answer	Multiple Choice Single Answer	Easy	-	-
How can you repeat a command?	Multiple Choice Single Answer	Easy	-	-
In the Command Line, what is indicated in angled brackets?	Multiple Choice Single Answer	Easy	-	-
How many axis'; does the Cartesian workspace have?	Multiple Choice Single Answer	Easy	-	-
What is the file extension for an AutoCAD file?	Multiple Choice Single Answer	Easy	-	-
What is the file extension for a drawing template?	Multiple Choice Single Answer	Easy	-	-
True or False it is recommended that you always draw on a 1:1 scale in AutoCAD	Multiple Choice Single Answer	Easy	-	-
What is the best method of placing horizontal lines?	Multiple Choice Single Answer	Easy	-	-
How do you toggle between Distance and Angles?	Multiple Choice Single Answer	Easy	-	-
What is the purpose of the Polar Tracking function?	Multiple Choice Single Answer	Easy	-	-
When selecting an object, which selection is green?	Multiple Choice Single Answer	Easy	-	-
Which shortcut key can be used when accepting a command?	Multiple Choice Single Answer	Easy	-	-
Which shortcut key can be used when you want to repeat your previous command?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
True or False You can add additional angles to the Polar Tracking.	Multiple Choice Single Answer	Easy	-	-
True or False A window selection only selects the objects inside the window.	Multiple Choice Single Answer	Easy	-	-
What methods cannot be used when placing a circle?	Multiple Choice Single Answer	Easy	-	-
If two circles have a value of 100, one circle is a center, diameter circle and the other is a center, radius circle. Which will be larger?	Multiple Choice Single Answer	Easy	-	-
Which settings need to be enabled for the Polar Tracking Tool to work?	Multiple Choice Single Answer	Easy	-	-
How do I select Temporary Snap Mode?	Multiple Choice Single Answer	Easy	-	-
Where can I set all my Default Snap Modes?	Multiple Choice Single Answer	Easy	-	-
Which option do I need to select to snap the center of a rectangle?	Multiple Choice Single Answer	Easy	-	-
How many points does a line have to snap on?	Multiple Choice Single Answer	Easy	-	-
How many snap modes is available in Object Snap Settings?	Multiple Choice Single Answer	Easy	-	-
True or False Mid between two points is a snap override option	Multiple Choice Single Answer	Easy	-	-
True or False OSNAP command in the command line opens the Object Snap Settings	Multiple Choice Single Answer	Easy	-	-
Which snap mode need to be active when you want to snap to the point where two or more objects cross?	Multiple Choice Single Answer	Easy	-	-
How many snap points does a circle have?	Multiple Choice Single Answer	Easy	-	-
Will the size of an object change if the scale value is 1?	Multiple Choice Single Answer	Easy	-	-
How can I toggle my handles between my values?	Multiple Choice Single Answer	Easy	-	-
What key must I hold in to select multiple grips?	Multiple Choice Single Answer	Easy	-	-
True or False I can move an object with grips.	Multiple Choice Single Answer	Easy	-	-
True or False Rotating using Reference is only 3 steps.	Multiple Choice Single Answer	Easy	-	-
True or False You can mirror without a mirror line.	Multiple Choice Single Answer	Easy	-	-
True or False AutoCAD rotates clockwise.	Multiple Choice Single Answer	Easy	-	-
True or False You have to select the object first before you can choose a modifying command	Multiple Choice Single Answer	Easy	-	-
True or False You can use the polar tracking angles when rotating an object	Multiple Choice Single Answer	Easy	-	-
True or False You can use a hot grip as a basepoint to rotate an object	Multiple Choice Single Answer	Easy	-	-
True or False Objects on layers that are frozen stay displayed in the drawing but cannot be edited.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
How do you move an existing object to a different layer?	Multiple Choice Single Answer	Easy	-	-
If you have finished drawing the walls in a floor plan drawing and want to display the objects, but do not want them to be erased or moved, what should you do?	Multiple Choice Single Answer	Easy	-	-
After creating an object, how do you locate it on the same layer as another object in the drawing?	Multiple Choice Single Answer	Easy	-	-
When objects are not displayed on a specific layer and are not regenerated with the drawing the layer is:	Multiple Choice Single Answer	Easy	-	-
A file designed to be the basis of new drawing is called a:	Multiple Choice Single Answer	Easy	-	-
True or FalseObject properties can only be set in the Properties panel, regardless on which layer it is	Multiple Choice Single Answer	Easy	-	-
True or FalseDifferent layers can be viewed in different viewports	Multiple Choice Single Answer	Easy	-	-
True or FalseLayer 0 will always be in your drawing and cannot be deleted	Multiple Choice Single Answer	Easy	-	-
How many layers can you create in AutoCAD?	Multiple Choice Single Answer	Easy	-	-
How do you change the arc to place clockwise?	Multiple Choice Single Answer	Easy	-	-
How can I edit Polylines?	Multiple Choice Single Answer	Easy	-	-
True or FalseI can change between lines and arcs when drawing a Polyline	Multiple Choice Single Answer	Easy	-	-
True or FalsePolygons have equal sides?	Multiple Choice Single Answer	Easy	-	-
True or FalseIt is not possible to place a polygon of 50 sides.	Multiple Choice Single Answer	Easy	-	-
Inscribe places the polygon .....?	Multiple Choice Single Answer	Easy	-	-
True or FalseYou can not specify the length of the side in the polygon	Multiple Choice Single Answer	Easy	-	-
True or FalseAn ellipse second axis is always drawn from the centre point	Multiple Choice Single Answer	Easy	-	-
True or FalseYou always have to start with the start point when drawing a 3-Point arc	Multiple Choice Single Answer	Easy	-	-
Which options are available when editing a polyline?	Multiple Choice Single Answer	Easy	-	-
True or FalseMost of the object properties can be directly edited within the object properties palette.	Multiple Choice Single Answer	Easy	-	-
True or FalseThe quick select function is accessible via the object properties palette.	Multiple Choice Single Answer	Easy	-	-
True or FalseIf multiple objects are selected (e.g. multiple circles with different sizes are selected) their layer properties can be changed at the same time.	Multiple Choice Single Answer	Easy	-	-
In the Quick Select, which one is not an operator?	Multiple Choice Single Answer	Easy	-	-
True or FalseYou can choose which settings you want to match in the Match Properties command	Multiple Choice Single Answer	Easy	-	-
True or FalseYou can change the Length property in the Properties Palette	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
The Properties Palette is located under which tab on the ribbon interface?	Multiple Choice Single Answer	Easy	-	-
True or False You can activate the Quick Properties on the status bar	Multiple Choice Single Answer	Easy	-	-
True or False You can change general properties in Quick Properties	Multiple Choice Single Answer	Easy	-	-
How can you change an objects colour?	Multiple Choice Single Answer	Easy	-	-
Which shortcut key can you use to switch between Trim and Extend?	Multiple Choice Single Answer	Easy	-	-
Which selection do you use to stretch an object?	Multiple Choice Single Answer	Easy	-	-
True or False Offset will construct an object that is parallel or concentric to another object.	Multiple Choice Single Answer	Easy	-	-
What tool needs to be disabled in the array for you to place the array as single lines?	Multiple Choice Single Answer	Easy	-	-
Which object is Distance 1 in your Chamfer Command?	Multiple Choice Single Answer	Easy	-	-
True or False Sel can trim objects that do not cross any other lines.	Multiple Choice Single Answer	Easy	-	-
True or False You can change the fill to 180 degrees when using the Polar Array command	Multiple Choice Single Answer	Easy	-	-
True or False You cannot trim objects like arcs and circles	Multiple Choice Single Answer	Easy	-	-
True or False You can trim objects when they are associated in an array	Multiple Choice Single Answer	Easy	-	-
Which objects can be used as a path in the Path Array command?	Multiple Choice Single Answer	Easy	-	-
Which of the following is not an advantage of using blocks?	Multiple Choice Single Answer	Easy	-	-
When inserting a block with the Insert command, which parameters must be specified?	Multiple Choice Single Answer	Easy	-	-
How can you insert another drawing into your current drawing file?	Multiple Choice Single Answer	Easy	-	-
True or False You can use tool palettes to insert blocks into the drawing by dragging and dropping.	Multiple Choice Single Answer	Easy	-	-
What can you do using the Design Center?	Multiple Choice Single Answer	Easy	-	-
True or False You can edit a block in the block editor	Multiple Choice Single Answer	Easy	-	-
You can create a block with the following commands. Select the incorrect option	Multiple Choice Single Answer	Easy	-	-
True or False When a block is inserted in a drawing with different units, AutoCAD automatically scales it accordingly	Multiple Choice Single Answer	Easy	-	-
True or False Dynamic blocks can have multiple grips	Multiple Choice Single Answer	Easy	-	-
True or False You cannot explode a block in AutoCAD	Multiple Choice Single Answer	Easy	-	-
What type of object do you add to a Paper Space Layout so that the model can be displayed	Multiple Choice Single Answer	Easy	-	-
What are you looking for to make sure you are working in	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
paper space?				
Where can you toggle the layout tabs on and off in AutoCAD?	Multiple Choice Single Answer	Easy	-	-
True or False You can delete all the layout tabs in your drawing	Multiple Choice Single Answer	Easy	-	-
True or False You can copy an existing layout	Multiple Choice Single Answer	Easy	-	-
True or False You can import a layout from a template or another drawing	Multiple Choice Single Answer	Easy	-	-
What does the dashed boundary on a layout represent?	Multiple Choice Single Answer	Easy	-	-
Which of the following is true with respect to viewports in a layout?	Multiple Choice Single Answer	Easy	-	-
When you plot from the Paper Space, which option in the Plot Area will print the layout area only?	Multiple Choice Single Answer	Easy	-	-
In the Paper Space, which Plot scale would you use to create a sheet with the correct scales.	Multiple Choice Single Answer	Easy	-	-
When editing multiline text, how do you change the justification of the text (left, right, centered, etc.)?	Multiple Choice Single Answer	Easy	-	-
What happens when you double- click on a text object?	Multiple Choice Single Answer	Easy	-	-
True or False To change the height of an existing word in the Text Editor, you need to highlight the word first and then specify its height.	Multiple Choice Single Answer	Easy	-	-
When creating Multiline text, you pick two points. What do those points determine?	Multiple Choice Single Answer	Easy	-	-
True or False You are not able to change anything after starting the Single Line text command.	Multiple Choice Single Answer	Easy	-	-
How do you end the Single Line text command?	Multiple Choice Single Answer	Easy	-	-
True or False You can change the text height only in the text styles	Multiple Choice Single Answer	Easy	-	-
True or False You can change the text font after the text style has been created	Multiple Choice Single Answer	Easy	-	-
True or False You can create sub numbers in the text editor tab with the Bullets command	Multiple Choice Single Answer	Easy	-	-
True or False You can change the text colour in the text styles	Multiple Choice Single Answer	Easy	-	-
In the hatch creation contextual tab, which tool do you use to specify an area of the drawing that you want to hatch?	Multiple Choice Single Answer	Easy	-	-
What must be true for an area in your drawing for it to be hatched.	Multiple Choice Single Answer	Easy	-	-
True or False The scale of the hatching controls the amount of space between line in the pattern.	Multiple Choice Single Answer	Easy	-	-
How do you find the area of a hatch?	Multiple Choice Single Answer	Easy	-	-
What needs to be active so that the Hatch will update when the object size is changed?	Multiple Choice Single Answer	Easy	-	-
Which of the following do you set so that the hatch starts in the lower left corner?	Multiple Choice Single Answer	Easy	-	-
True or False You can change the hatch colour in the	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Properties panel				
How many hatch types do you get	Multiple Choice Single Answer	Easy	-	-
True or False You can specify a background colour for a hatch pattern	Multiple Choice Single Answer	Easy	-	-
True or False A gradient hatch has more than two colours	Multiple Choice Single Answer	Easy	-	-
How would you move a dimension so that the dimension line is farther away from the object?	Multiple Choice Single Answer	Easy	-	-
Which command would you use to display the length of a diagonal line so that the dimension line is parallel to the diagonal line?	Multiple Choice Single Answer	Easy	-	-
What is the purpose of Continue Dimension?	Multiple Choice Single Answer	Easy	-	-
True or False You can use grips to make adjustments to dimensions after they have been created.	Multiple Choice Single Answer	Easy	-	-
True or False You are not able to edit the text of a dimension in the drawing area.	Multiple Choice Single Answer	Easy	-	-
What is the name of the window used to create and modify dimension styles?	Multiple Choice Single Answer	Easy	-	-
What is the typed command to edit the dimension text?	Multiple Choice Single Answer	Easy	-	-
A dimension that is linked to and will change with the geometry is.....?	Multiple Choice Single Answer	Easy	-	-
True or False If you modify a dimension style, all dimensions using that style in the drawing update automatically	Multiple Choice Single Answer	Easy	-	-
True or False You can only change a dimension precision from the Application menu -&gt; Utilities tab?	Multiple Choice Single Answer	Easy	-	-
What does the Application menu do?	Multiple Choice Single Answer	Easy	-	-
Running alongside the Application Button is the:	Multiple Choice Single Answer	Easy	-	-
Navisworks has three different native file types: (select all that apply)	Multiple Choice Multiple Answer	Easy	-	-
True or False By default, once a file (NWC or NWD) is opened by a user it is locked for writing and any other user is prevented from saving the file	Multiple Choice Single Answer	Easy	-	-
True or False Setting the Entire Model selector to Grey with a high transparency (90%) ensures that the colours of the model objects are more visible, and this provides a clearer image	Multiple Choice Single Answer	Easy	-	-
True or False The appearance selectors are applied to the model sequentially from bottom to top, if an object belongs to more than one selector, the object's appearance will be overridden each time it is processed by a new selector in the list	Multiple Choice Single Answer	Easy	-	-
True or False The fields in the Item Calculations are populated with variables, formulas, and units. These are used at item level, when resources are added to the item the individual resources formulas are used to calculate resource quantities.	Multiple Choice Single Answer	Easy	-	-
True or False If an imported clash test contains a search set as one of the clash selections, then the search set will also be imported along with all other test rules, options, and selection information.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which of the following are ways you can create walls in a project? (Select all that apply.)	Multiple Choice Multiple Answer	Easy	-	-
Which command do you use to insert a pier or a pilaster?	Multiple Choice Single Answer	Easy	-	-
How do you create additional column sizes for column types already in the project?	Multiple Choice Single Answer	Easy	-	-
Which element is the host for an isolated footing?	Multiple Choice Single Answer	Easy	-	-
Which command do you use to add a custom footing type under a wall?	Multiple Choice Single Answer	Easy	-	-
The 5 elements of communication are:&nbsp;	Multiple Choice Single Answer	Easy	-	-
What&nbs;are the 4 types of communication?&nbs;	Multiple Choice Single Answer	Easy	-	-
The 4 types of Verbal Communication:&nbsp;	Multiple Choice Single Answer	Easy	-	-
There are different types of interviews which can be divided into two broad categories, namely&nbs;_____&nbs;interviews and&nbs;_____&nbs;interviews.&nbs;a.&nbs;i nformational Interviews&nbs;b. Formal Interviews&nbs;c. Persuasive Interviews&nbs;d.&nbs;Casual Interviews	Multiple Choice Single Answer	Easy	-	-
_____&nbs;barriers include the use of words that are not understandable or unfamiliar to both parties during the interview.&nbs;	Multiple Choice Single Answer	Easy	-	-
When communicating in an inter-cultural context, it is important that you _____&nbs;	Multiple Choice Single Answer	Easy	-	-
A meeting is _____&nbs;	Multiple Choice Single Answer	Easy	-	-
Please indicate the correct definition for the word&nbs;quorum&nbs;	Multiple Choice Single Answer	Easy	-	-
When compiling an assignment, you should employ _____ as your text genre.	Multiple Choice Single Answer	Easy	-	-
Select&nbs;the most applicable answer/s&nbs;Public meetings are held to discuss&hellip;	Multiple Choice Multiple Answer	Easy	-	-
Select the correct definition of the word:&nbs;Writing	Multiple Choice Single Answer	Easy	-	-
Select the correct definition of the word:&nbs;Topic&nbs;	Multiple Choice Single Answer	Easy	-	-
Select the correct definition of the word:&nbs;Language&nbs;	Multiple Choice Single Answer	Easy	-	-
Select the correct definition of the word:&nbs;Audience	Multiple Choice Single Answer	Easy	-	-
Select the correct definition of the word: Context	Multiple Choice Single Answer	Easy	-	-
Select the definition of the word:&nbs;first person	Multiple Choice Single Answer	Easy	-	-
Select the definition of the word:&nbs;second person	Multiple Choice Single Answer	Easy	-	-
Select the definition of the word:&nbs;third person&nbs;	Multiple Choice Single Answer	Easy	-	-
Select the correct sentence that matches the following word:&nbs;objective	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Select the correct sentence that matches the following word:&nbsp;limited&nbsp;	Multiple Choice Single Answer	Easy	-	-
Reading is &hellip;	Multiple Choice Single Answer	Easy	-	-
Reading skills are important in:&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
There are ____ reading strategies available to assist you to read effectively.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Indicate the correct description for the word &lsquo;neologism&rsquo;?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Indicate the correct definition for Skimming/skim-reading.&nbsp;e&nbsp;	Multiple Choice Single Answer	Easy	-	-
Dialect specific to a particular region is called _____.	Multiple Choice Single Answer	Easy	-	-
Phonemic awareness means &hellip;&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____ is&nbsp;the function, or part of speech, a word represents.&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____ &nbsp;is a word or phrase which having more than one meaning in the language to which the word belongs	Multiple Choice Single Answer	Easy	-	-
_____ &nbsp;occurs when a phrase or sentence has more than one underlying structure.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Kinaesthesia is an example of _____.,&nbsp;that recreates a feeling of physical action or natural bodily function (like a pulse, a heartbeat, or breathing).&nbsp;	Multiple Choice Single Answer	Easy	-	-
Said in a sarcastic tone it indicates that the speaker obviously means the opposite of the literal meaning.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&ldquo;I am so hungry that I could literally eat a horse!&quot;This sentence is an example of a _____.	Multiple Choice Single Answer	Easy	-	-
The use of irony in literature refers to&hellip;&nbsp;	Multiple Choice Single Answer	Easy	-	-
A&nbsp;technique that an author or speaker uses to convey to the listener or reader a meaning with the goal of persuading him or her towards considering a topic from a different perspective.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Bias&nbspis &hellip;&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____ &nbsp;help you carry over a thought from one sentence, idea or paragraph to another with words or phrases so that there are no sudden jumps or breaks between ideas.	Multiple Choice Single Answer	Easy	-	-
Indicate the&nbsp;incorrect&nbsp;answer&nbsp;The following is not one of the four types of sentence structures.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Indicate whether the following statement is true or false:The ellipsis is&nbsp;primarily&nbsp;used to indicate an omission.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Indicate whether the statement is true or false:The purpose&nbsp;of&nbsp;critical analysis is to evaluate somebody's work (a book, an essay, a movie, or a painting) to increase the reader's understanding of it.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Hyperlinks &hellip;&nbsp;	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Indicate the most correct answer.&nbsp;&nbsp;After reading, you should:	Multiple Choice Single Answer	Easy	-	-
The _____&nbsp;should be able to explain to the reader what the texts is about/idea to give them the incentive to pick up the book&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____&nbsp;is a systematic examination and evaluation of data or information, by breaking it into its component parts to uncover their interrelationships or the examination and evaluation of the relevant information to select the best course of action from among various alternatives.&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____&nbsp;communication refers to the things we say or write,&nbsp;such as&nbsp;messages intended to influence the&nbsp;behaviour&nbsp;of others.&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____&nbsp;communication, on the other hand, refers to the things we do, individually or collectively, usually without regard to the messages others receive.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____&nbsp;is the thought behind a thought, or the thought that powers a thought, the goal that motivates you.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Good writing includes sentences of&nbsp;_____&nbsp;lengths to control the pace of the story.&nbsp;_____&nbsp;sentences create a flow that carries the reader, while&nbsp;_____&nbsp;sentences slow the pace.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The language used by educated people when writing scholarly articles or are engaged in some form of elevated discourse.&nbsp;	Multiple Choice Single Answer	Easy	-	-
What is an&nbsp;ideology?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Culture is &hellip;	Multiple Choice Single Answer	Easy	-	-
If you are using an idea, an example, a quotation, statistics, summarizing information from somebody else's work	Multiple Choice Single Answer	Easy	-	-
This point of view works best in a story with a complicated plot and multiple characters.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Many mystery writers use&nbsp;_____&nbsp;to tell their story.&nbsp;	Multiple Choice Single Answer	Easy	-	-
_____ make up our belief system.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Our&nbsp;_____&nbsp;are the manifestation of our values - they are expressed through what we say or do.&nbsp;	Multiple Choice Single Answer	Easy	-	-
The implication&nbsp;of the existence of a fact from the known existence of other fact(s)&nbsp;	Multiple Choice Single Answer	Easy	-	-
Isolating languages.&nbsp;(analytic)&nbsp;	Multiple Choice Single Answer	Easy	-	-
Agglutinating languages (synthetic)&nbsp;	Multiple Choice Single Answer	Easy	-	-
Amalgamating languages (polysynthetic)&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-



Question	Type	Level	% Correct	#Linked Assessments
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Language that is &nbsp;&nbsp;unnecessarily distinguishes between or brings attention to differences between men and women in ability, temperament, behaviour, or occupation.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&nbsp;of language refer to characteristics of the overall ordering and organisation of texts.&nbsp;	Multiple Choice Single Answer	Easy	-	-
&nbsp;of language refer to the grammar of speech and of writing.	Multiple Choice Single Answer	Easy	-	-
Indicate the gender-neutral term&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The statement below is an example of .A family of Polacks moved into their neighbourhood last month.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following&nbsp;is not&nbsp;a defined camera angle?&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
True or False: You should make use of the pronouns he or him to represent all members when referring to a group, regardless of gender.&nbsp;&nbsp;	Multiple Choice Single Answer	Easy	-	-
Writers use repetition for &nbsp;.	Multiple Choice Single Answer	Easy	-	-
Quotation marks are used &nbsp;.	Multiple Choice Single Answer	Easy	-	-
&nbsp;means to make the final check and fix mechanical or technical flaws, such as spelling, grammar and punctuation mistakes.	Multiple Choice Single Answer	Easy	-	-
.&nbsp;pertains to the rules of syntax and inflection that define a language&nbsp;	Multiple Choice Single Answer	Easy	-	-
.&nbsp;reveals&nbsp;a writer's tone and style just like a song uniquely expresses feelings or emotions of a songwriter.&nbsp;	Multiple Choice Single Answer	Easy	-	-
Being&nbsp;.&nbsp;&nbsp;is having a habit of using bigger complex words while you have easier and common alternatives.&nbsp;	Multiple Choice Single Answer	Easy	-	-
To&nbsp;.&nbsp;&nbsp;means to&nbsp;return&nbsp;to an earlier condition&nbsp;	Multiple Choice Single Answer	Easy	-	-
Which of the following is&nbsp;not&nbsp;a listed editing strategy?&nbsp;	Multiple Choice Single Answer	Easy	-	-
Language&nbsp;that&nbsp;is strongly impolite	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
or insulting in many situations. 				
Drafting is the process of writing down ideas, organizing them into a sequence, and providing the reader with a frame for understanding these ideas.	Multiple Choice Single Answer	Easy	-	-
A _____ audience mainly refer to those whom communication is directed to 	Multiple Choice Single Answer	Easy	-	-
_____ audiences: are the group which is supposed to be the first to receive information. This group consists of the decision-makers and the first point of contact for information.	Multiple Choice Single Answer	Easy	-	-
_____ audiences: are that part of the audiences who are not really intended by the writer or speakers (sender in the communication process) but tend to receive the message. &brnbsp;&brnbsp;	Multiple Choice Single Answer	Easy	-	-
_____ audiences: comprise the different sectors which need to be informed of and consulted with about the beginnings of any project or programme. &brnbsp;&brnbsp;	Multiple Choice Single Answer	Easy	-	-
Very simply stated, the purpose of written or oral communications is to:	Multiple Choice Single Answer	Easy	-	-
This refers to the order in which events took place or in which they were observed ;	Multiple Choice Single Answer	Easy	-	-
The most important cause would be dealt with first and the least important one last. ;	Multiple Choice Single Answer	Easy	-	-
A variant on this method is to proceed from the familiar to the unfamiliar. ;	Multiple Choice Single Answer	Easy	-	-
_____ communicates to others the purpose and outcomes of research. ;	Multiple Choice Single Answer	Easy	-	-
Conceptual thinking &brnbsp;;	Multiple Choice Single Answer	Easy	-	-
_____ is a vocal characteristic you need to use in the right way depending on; the environment ;	Multiple Choice Single Answer	Easy	-	-
_____ is the speed and pace at which you speak.	Multiple Choice Single Answer	Easy	-	-
_____ is the highness or lowness (frequency) of your voice ;	Multiple Choice Single Answer	Easy	-	-
Our gestures, facial expressions, mannerisms, and the way we present ourselves, convey a number of messages to our audience. This is called _____	Multiple Choice Single Answer	Easy	-	-
Which of the following is not listed as a form of non-verbal communication? &brnbsp;&brnbsp;;	Multiple Choice Single Answer	Easy	-	-
_____ refers to the flow of your presentation and _____ refers to what happens between you and members of the audience.	Multiple Choice Single Answer	Easy	-	-
_____ refer to the use of more than one medium in your presentation.	Multiple Choice Single Answer	Easy	-	-
Objects and models are an example of &hellip;&brnbsp;;	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
Which year is this ?	Multiple Choice Single Answer	Easy	-	-
tewtfdg	Multiple Choice Multiple Answer	Easy	-	-
Which of the following is not one of the techniques listed in the SQ3R reading techniques?	Multiple Choice Single Answer	Easy	-	-
Surveying refers to:	Multiple Choice Single Answer	Easy	-	-
Questioning refers to:	Multiple Choice Single Answer	Easy	-	-
Reading refers to:	Multiple Choice Single Answer	Easy	-	-
Recalling refers to:	Multiple Choice Single Answer	Easy	-	-
Reading is:	Multiple Choice Single Answer	Easy	-	-
Reading skills are important in:	Multiple Choice Single Answer	Easy	-	-
There are ____ reading strategies available to assist you to read effectively.	Multiple Choice Single Answer	Easy	-	-
Indicate the correct definition for Skimming/skim-reading.	Multiple Choice Single Answer	Easy	-	-
_____-The struggle within the plot between opposing forces;	Multiple Choice Single Answer	Easy	-	-
_____ is an expression used in the theatre and film worlds to describe the design aspects of a production. Mise en scene also includes the positioning and movement of actors on the set, which is called blocking. In cinema, the composition and content of the frame in terms of background scenery, actors, costumes, props, camera movement, and lighting.	Multiple Choice Single Answer	Easy	-	-
_____-Refers to who tells us a story and how it is told. What we know and how we feel about the events in a work are shaped by the author's choice of point of view.	Multiple Choice Single Answer	Easy	-	-
_____-A type of lyric poem in which a character (the speaker) addresses a distinct but silent audience imagined to be present in the poem in such a way as to reveal a dramatic situation and, often unintentionally, some aspect of his or her temperament or personality	Multiple Choice Single Answer	Easy	-	-
____ creates a discrepancy between what a character believes or says and what the reader or audience member knows to be true.	Multiple Choice Single Answer	Easy	-	-
____ make up our belief system.	Multiple Choice Single Answer	Easy	-	-
Our____ are the manifestation of our values - they are expressed through what we say or do.	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
_____ is the thought behind a thought, or the thought that powers a thought, the goal that motivates you.	Multiple Choice Single Answer	Easy	-	-
The use of a word to describe or imitate a natural sound or the sound made by an object or an action. Example: snap crackle pop;	Multiple Choice Single Answer	Easy	-	-
_____ is specific patterns of rhythm, and many of those patterns have names;	Multiple Choice Single Answer	Easy	-	-
A meaning that is_____ means that it is implied;	Multiple Choice Single Answer	Easy	-	-
They are words, phrases, sentences, and punctuation that are used to determine the meaning of an unfamiliar word or term without the use of a dictionary.	Multiple Choice Single Answer	Easy	-	-
Authors may use_____ to highlight a point or to make an explanation;	Multiple Choice Single Answer	Easy	-	-
_____ is putting ideas down on paper with a focus on content, and begins with notes or ideas generated during prewriting;	Multiple Choice Single Answer	Easy	-	-
_____ is refining of content, not mechanics.	Multiple Choice Single Answer	Easy	-	-
_____ the work is essential to the composing process.	Multiple Choice Single Answer	Easy	-	-
Prints awareness is:	Multiple Choice Single Answer	Easy	-	-
Phonological awareness refers to:	Multiple Choice Single Answer	Easy	-	-
_____ starts with what formalist &ldquo;literary criticism&rdquo;; called the &quot;affective fallacy&quot;;	Multiple Choice Single Answer	Easy	-	-
Which of the following is not a listed reader response criticism?&nbsp;	Multiple Choice Single Answer	Easy	-	-
/ This approach regards literature as a human knowledge that needs to be examined on its own terms.&nbsp;	Multiple Choice Single Answer	Easy	-	-
This approach &ldquo;begins with the simple but central insight that literature is written by actual people and that understanding an author&rsquo;s life can help readers more thoroughly comprehend the work.&rdquo;;	Multiple Choice Single Answer	Easy	-	-
This approach &ldquo;seeks to understand a literary work by investigating the social, cultural, and intellectual context that produced it&mdash;a context that necessarily includes the artist&rsquo;s biography and milieu.&nbsp;	Multiple Choice Single Answer	Easy	-	-
This approach &ldquo;examines how sexual identity influences the creation and reception of literary works.&rdquo;	Multiple Choice Single Answer	Easy	-	-
This approach reflects the effect that modern psychology has had upon both literature and literary criticism.&nbsp;	Multiple Choice Single Answer	Easy	-	-
This approach &ldquo;examines literature in the cultural, economic and political context in which it is written or received,&rdquo; exploring the relationships between the artist and society;&nbsp;	Multiple Choice Single Answer	Easy	-	-
This approach emphasizes &ldquo;the recurrent universal patterns underlying most literary works.&rdquo;;&nbsp;	Multiple Choice Single Answer	Easy	-	-
The purpose of writing a review is:	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
_____ are written using third person pronouns.	Multiple Choice Single Answer	Easy	-	-
An _____ is a symbolism device where the meaning of a greater, often abstract, concept is conveyed with the aid of a more corporeal object or idea being used as an example.	Multiple Choice Single Answer	Easy	-	-
_____ is a literary device where words are used in quick succession and begin with letters belonging to the same sound group.	Multiple Choice Single Answer	Easy	-	-
An _____ is a figure of speech whereby the author refers to a subject matter such as a place, event, or literary work by way of a passing reference.	Multiple Choice Single Answer	Easy	-	-
_____ refers to a literary practice wherein the writer embellishes the sentence by adding more information to it in order to increase its worth and cohesiveness.	Multiple Choice Single Answer	Easy	-	-
_____ are an extremely popular form of literary device wherein the writer jumbles up parts of the word to create a new word.	Multiple Choice Single Answer	Easy	-	-
_____ is a form of literary device wherein the order of the noun and the adjective in the sentence is exchanged.	Multiple Choice Single Answer	Easy	-	-
_____ can be understood to be the act of lending a human quality, emotion or ambition to a non-human object or being.	Multiple Choice Single Answer	Easy	-	-
An _____ is used when the writer employs two sentences of contrasting meanings in close proximity to one another	Multiple Choice Single Answer	Easy	-	-
Test question	Multiple Choice Single Answer	Easy	-	-
Multi choice	Multiple Choice Multiple Answer	Easy	-	-
match the col	Match the Column	Easy	-	-
Short Answer	Short Answer	Easy	-	-
Long Answrr	Long Answer	Easy	-	-
test question	Multiple Choice Single Answer	Easy	-	1
test question	Multiple Choice Single Answer	Easy	-	6
Checkin audit trail of user	Multiple Choice Single Answer	Easy	-	-
test question	Multiple Choice Single Answer	Easy	-	6
test question	Multiple Choice Single Answer	Easy	-	-
test question	Multiple Choice Single Answer	Easy	-	-
test question	Multiple Choice Single Answer	Easy	-	6
test question	Multiple Choice Single Answer	Easy	-	-

Question	Type	Level	% Correct	#Linked Assessments
Checing level issue	Multiple Choice Single Answer	Easy	-	-
question type 2	Multiple Choice Multiple Answer	Easy	-	-
test question	Multiple Choice Single Answer	Easy	-	-
test question	Short Answer	Easy	-	-
MultiTest@	Multiple Choice Multiple Answer	Easy	-	-
OptionTRest	Multiple Choice Single Answer	Easy	-	-
this	Multiple Choice Single Answer	Easy	-	-
Indicate whether the following statement is true or false? (1) "Building a prototype is not a subset of the 4 principles of design thinking	Multiple Choice Single Answer	Easy	-	-
1 3 2 1 3 2	Match the Column	Easy	-	-
Indicate whether the following statement is true or false? (1) "Building a prototype is not a subset of the 4 principles of design thinking	Multiple Choice Single Answer	Easy	-	-
adsfas dasdf	Short Answer	Easy	-	-
New Question.....	Multiple Choice Single Answer	Easy	-	1
Assessment Question short answer?	Short Answer	Easy	-	-
Assessment question long answer question	Long Answer	Easy	-	-
ShortValTest	Short Answer	Easy	-	-
kkkkkkk	Short Answer	Easy	-	-
ghghghghgh	Short Answer	Easy	-	-
SingleTest	Multiple Choice Single Answer	Difficult	-	-
Selecteletm@	Multiple Choice Single Answer	Difficult	-	-
Match4\$	Match The Column	Difficult	-	-
optionTest	Multiple Choice Single Answer	Difficult	-	-
Fifth	Multiple Choice Single Answer	Difficult	-	-
What is smoke testing?	Multiple Choice Multiple Answer	Difficult	-	-
Testing???	Multiple Choice Single Answer	Difficult	-	-
LONGVERYLOBNG	Long Answer	Difficult	-	5

Question	Type	Level	% Correct	#Linked Assessments
Assessment Question???	Multiple Choice Single Answer	Difficult	-	-
Assessment question multiple question multiple answer?	Multiple Choice Multiple Answer	Difficult	-	-
Assessment Question match the column?	Match The Column	Difficult	-	-
Short Question Answer Type	Short Answer	Difficult	-	-
kkkkkkksing	Short Answer	Difficult	-	-
kajsdhadsij	Short Answer	Difficult	-	-
consoleTsee4	Multiple Choice Single Answer	Difficult	-	-
consoleTsee2	Multiple Choice Single Answer	Difficult	-	-
consoleTsee3	Multiple Choice Single Answer	Difficult	-	-
consoleTsee5	Multiple Choice Single Answer	Difficult	-	-
TestQuestion	Multiple Choice Single Answer	Difficult	-	3
Question	Multiple Choice Single Answer	-	-	-
Why engineering ?	Multiple Choice Single Answer	-	-	-
Why ?	Multiple Choice Single Answer	-	-	-
Question	Multiple Choice Single Answer	-	-	1
What is Metal Workers Theory	Multiple Choice Single Answer	-	-	-
_____ support the communication of ideas.	Multiple Choice Single Answer	Easy	-	7
_____ support the communication of ideas.	Multiple Choice Single Answer	Easy	-	6
NowImage	Multiple Choice Single Answer	Difficult	-	-
dhsfhdsfghf	Multiple Choice Single Answer	Difficult	-	-
dhsfhdsfghf1	Multiple Choice Single Answer	Difficult	-	2