## For Section- MB, MK, LQ, MF, HU and HZ

<u>Disclaimer: Don't completely rely on these questions check the transcript of every video lecture.</u>

- Q1. What is the primary difference between ChatGPT and the ChatGPT Code Interpreter?
- a) ChatGPT Code Interpreter allows users to upload their own data files for analysis.
- b) ChatGPT Code Interpreter has a more complex user interface than ChatGPT.
- c) ChatGPT Code Interpreter is specifically designed for developers only.
- d) ChatGPT Code Interpreter generates visualizations based on user input.
- Q2. What is one of the key advantages of using ChatGPT Code Interpreter for creating PowerPoint presentations?
- a) It automatically generates narrative text for each visualization.
- b) It provides a wide range of pre-designed PowerPoint templates.
- c) It allows users to extract color schemes from images in the presentation.
- d) It enables users to combine multiple information sources and transform data into visualizations within the presentation.
- Q3. What is the primary purpose of asking Code Interpreter to "read and explain the structure" of the data when working with structured data?
- a) To ensure that the data is properly formatted before proceeding with analysis.
- b) To verify that Code Interpreter has correctly parsed the dataset and understands its structure.
- c) To obtain a summary of the data's content before deciding on further analysis steps.
- d) To assess the complexity of the dataset and determine the level of analysis required.
- Q4. Why is it important to provide explicit constraints and instructions when requesting visualizations or data transformations from Code Interpreter?
- a) To ensure that the data is properly formatted before proceeding with analysis.
- b) To allow Code Interpreter to infer the correct visualization or transformation accurately.
- c) To prevent errors and misinterpretations in the generated output.
- d) To speed up the process of data analysis and visualization.
- Q5. What is an important aspect to consider when requesting additional data or analysis from Code Interpreter, as demonstrated in the scenario where you requested information about grants and contracts?
- a) Ensuring that the data requested is not already included in the dataset.
- b) Checking for formatting inconsistencies that may prevent proper data conversion.
- c) Providing explicit column names to avoid misinterpretation.
- d) Proceeding with the analysis regardless of potential errors in the data.
- Q6. What is a key advantage of using Code Interpreter for media-related tasks, as highlighted in the scenario where you resized images to create an animated GIF?
- a) Code Interpreter allows for easy extraction of media files from the internet.
- b) Code Interpreter provides a user-friendly interface for manipulating media files without complex command line operations.
- c) Code Interpreter automatically optimizes media files for web use.
- d) Code Interpreter enables simultaneous resizing of multiple media files according to specified constraints.
- Q7. what pattern does the user employ when resizing each image to create an animated GIF?
- a) Sequential transformation pattern
- b) Aspect ratio preservation pattern
- c) Iterative constraint specification pattern
- d) Batch processing pattern

- Q8. Which of the following statements best describes a key benefit of using Code Interpreter for working with media files?
- a) Code Interpreter can only perform simple operations like resizing images or extracting frames from videos.
- b) Code Interpreter streamlines complex tasks such as batch processing and transformation of media files through natural language commands.
- c) Code Interpreter requires users to have advanced programming skills to perform operations on media files.
- d) Code Interpreter is limited to basic file management tasks and cannot create presentations or catalogs from media files.
- Q9. What's a significant advantage of using zip files with Code Interpreter?
- a) Zip files allow for faster upload and download speeds.
- b) Zip files streamline complex tasks by automating processes on multiple files at once.
- c) Zip files enable seamless integration with other file compression tools.
- d) Zip files reduce the likelihood of errors during file processing.
- Q10. How does Code Interpreter utilize zip files to streamline tasks involving multiple files?
- a) By compressing individual files to save storage space.
- b) By providing a convenient way to upload and download multiple files at once.
- c) By automatically extracting files from a zip archive and applying operations to them collectively.
- d) By enabling users to encrypt files for enhanced security.
- Q11. What is the primary advantage of turning a conversation with Code Interpreter into a piece of software?
- a) It eliminates the need for human involvement in the software development process.
- b) It allows for rapid acceleration of creating personalized tools even for non-programmers.
- c) It guarantees a flawless and bug-free software without the need for further testing.
- d) It ensures complete automation of tasks without any need for human intervention.
- Q12. What critical aspect should users be cautious about when considering turning a conversation with Code Interpreter into software?
- a) The requirement for advanced programming expertise to initiate the process.
- b) The potential risk of the software inadvertently deleting files if not monitored.
- c) The necessity of completely relying on the generated software without evaluation.
- d) The importance of involving a programmer in the analysis and review of the generated code.
- Q13. What are the two critical aspects to consider when gauging the difficulty of a task to be performed with Code Interpreter?
- a) The complexity of the programming language required and the time required for completion.
- b) The level of expertise needed and the cost associated with the task.
- c) The structuredness of the data and the size of the document or dataset.
- d) The availability of resources and the clarity of the task objectives.
- Q14. which of the following is NOT a guideline for selecting problems to solve with Code Interpreter?
- a) Ensure that a partial solution is better than no solution.
- b) Choose problems where it is easy to check if the answer is correct.
- c) Select tasks that support human reasoning and creativity.
- d) Prioritize problems that require minimal human input and interaction.
- Q15. What are the three key criteria for selecting the problems to solve with Code Interpreter?
- a) Difficulty of the problem, level of automation, and human intervention required.
- b) Complexity of the solution, ease of checking correctness, and support for human reasoning.
- c) Structured data format, problem relevance, and potential for creativity enhancement.
- d) Verifiability of the solution, suitability for incremental progress, and promotion of human creativity and reasoning.
- Q16. Which framework is considered for evaluating problems suitable for solving with AI?

- a) The COOPERATE framework
- b) The ACHIEVE framework.
- c) The COLLABORATE framework
- d) The FACILITATE framework
- Q17. What is the primary focus of aiding human coordination?
- a) Identifying potential conflicts between different teams.
- b) Streamlining communication within a single team.
- c) Improving project management efficiency.
- d) Enhancing collaboration among team members.
- Q18. What is a key advantage of using language model assistance to identify potential conflicts in decision-making processes?
- a) It ensures that conflicts are resolved immediately.
- b) It encourages team members to challenge each other's decisions.
- c) It helps teams identify issues that may have been overlooked.
- d) It replaces the need for human oversight in decision-making.
- Q19. How does Code Interpreter help provide a safety net for humans?
- a) By automating the process of reviewing expense reports
- b) By replacing human judgment in expense approval
- c) By catching mistakes in expense submissions before they cause problems
- d) By generating expense reports automatically
- Q20. what is one of the key skills necessary for effective use of AI tools like ChatGPT?
- a) Memorization of pre-existing solutions
- b) Asking the right questions
- c) Blind reliance on generated content
- d) Avoiding critical analysis of Al-generated output
- Q21. What is the primary purpose of AI tools?
- a) Providing ready-made solutions to problems
- b) Increasing efficiency at the expense of creativity
- c) Fostering human creativity and critical thinking
- d) Discouraging human engagement in problem-solving
- Q22. How utilizing Al-generated prompts in post-workshop interactions?
- a) By disregarding departmental differences and sending generic prompts to all attendees
- b) By providing specific prompts tailored to each department's discipline and interests
- c) By relying solely on human-generated ideas for post-workshop engagement
- d) By avoiding follow-up communication with workshop attendees altogether
- Q23. What is emphasized as the primary benefit of using AI tools like ChatGPT in interdisciplinary collaborations?
- a) Increased workload for participants due to automation
- b) Reduction of creativity and critical thinking among participants
- c) Facilitation of innovative ideas and problem-solving approaches
- d) Exclusion of participants from different departments in collaborative efforts
- Q24. what is a key benefit of employing AI tools in generating ideas for interdisciplinary collaborations?
- a) Limiting collaboration opportunities to predefined partnerships
- b) Encouraging departmental silos and minimizing cross-disciplinary interactions
- c) Enabling the exploration of new collaboration possibilities based on attendee data
- d) Disregarding the interests and expertise of workshop attendees in collaborative efforts
- Q25. How does the role of AI tools in inspiring creativity and problem-solving?
- a) By replacing human decision-making entirely and limiting critical thinking
- b) By facilitating exploration of new perspectives and generating innovative ideas
- c) By discouraging collaboration and hindering interdisciplinary interactions

- d) By automating all aspects of problem-solving without human input
- Q26. How does using AI tools to scale up ideas and initiatives?
- a) By manually implementing ideas without AI assistance to ensure accuracy
- b) By limiting the scope of ideas to avoid complexities in implementation
- c) By leveraging AI tools to generate and execute ideas at scale efficiently
- d) By disregarding the potential of AI tools in enhancing creativity and problem-solving
- Q27. What is highlighted as a challenge in manually scaling up ideas without AI assistance?
- a) Limited creativity and problem-solving capabilities among individuals
- b) Inability to map ideas to specific departments or target audiences effectively
- c) Overreliance on human effort leading to increased workload and inefficiency
- d) Difficulty in generating diverse perspectives and innovative solutions
- Q28. What is the primary framework introduced for utilizing Code Interpreter effectively?
- a) Extract, Transform, Create
- b) Analyze, Transform, Implement
- c) Extract, Analyze, Create
- d) Attack, Extract, Transform, AI, Create
- Q29. What distinguishes the capabilities of Code Interpreter from those of ChatGPT?
- a) Code Interpreter allows for direct creation of PowerPoint files, while ChatGPT does not.
- b) ChatGPT can only analyze text, while Code Interpreter can handle various media formats.
- c) Code Interpreter lacks the ability to perform extraction from documents, unlike ChatGPT.
- d) ChatGPT can create structured data from Excel files, whereas Code Interpreter cannot.
- Q30. what is the significance of extraction in utilizing Code Interpreter effectively?
- a) Extraction enables the creation of PowerPoint files directly within the platform.
- b) Extraction allows for obtaining information from various media formats and documents.
- c) Extraction restricts the capabilities of Code Interpreter to handle structured data.
- d) Extraction facilitates the analysis of text-based content exclusively.
- Q31. What types of media formats can Code Interpreter handle for extraction?
- a) Text, images, and videos
- b) Text, audio, and Excel files
- c) Images, audio, and structured data
- d) Videos, structured data, and PDFs
- Q31. How does Code Interpreter utilize computer vision libraries in extraction tasks?
- a) By analyzing text documents to extract metadata efficiently
- b) By converting audio files into text transcripts for analysis
- c) By detecting and dissecting objects within images or videos
- d) By organizing structured data from Excel files into visual representations
- Q32. What is the primary purpose of the "transform" phase in the Extract, Transform, AI Create framework?
- a) To extract raw data from documents and media files
- b) To analyze extracted information and identify patterns
- c) To manipulate data into a format suitable for further processing or final output
- d) To create new content based on the extracted information
- Q33. How does the "transform" phase contribute to the overall workflow with Code Interpreter?
- a) By analyzing raw data and extracting relevant insights
- b) By reshaping data into a more structured format for easier analysis
- c) By automating the creation of new content based on extracted information
- d) By extracting metadata from documents and media files
- Q34. what is an instance of transformation from raw text into a structured index?
- a) Reshaping data from an Excel file into a different format
- b) Extracting individual pages from a PDF document
- c) Converting video frames into image files

- d) Mapping policies to their respective pages in a document
- Q35. How does the "transform" phase aid in communication with Code Interpreter?
- a) By simplifying complex tasks into smaller, manageable steps
- b) By extracting key insights directly from raw data
- c) By automatically generating new content based on extracted information
- d) By analyzing patterns and trends in the transformed data
- Q36. What is the significance of performing transformations step by step, according to the passage?
- a) It enables the creation of new content without manual intervention
- b) It facilitates the extraction of metadata from documents and media files
- c) It simplifies the explanation of end goals and desired outcomes
- d) It automates the analysis of patterns and trends in extracted data
- Q38. What is one example of using Code Interpreter's AI capabilities to analyze unstructured text?
- a) Generating code for analyzing structured data in Python
- b) Identifying ambiguities in documents or meeting notes
- c) Extracting metadata from documents and media files
- d) Creating new content based on extracted information
- Q39. How can Code Interpreter help users gain insight from large volumes of text?
- a) By automatically generating new content based on the extracted information
- b) By reshaping unstructured data into structured formats for easier analysis
- c) By generating questions to provoke deeper understanding and exploration
- d) By analyzing patterns and trends in the extracted data
- Q40. What is a potential use case for generating examples using Code Interpreter?
- a) Automating the creation of travel expense reports
- b) Extracting travel scenarios from documents for training guides
- c) Analyzing proposals for weaknesses and ambiguities
- d) Generating maps and receipts for fictional travel stories
- Q41. How does Code Interpreter support creativity and idea generation?
- a) By automatically identifying weak points and ambiguities in proposals
- b) By reshaping data into structured formats for easier analysis
- c) By generating examples and scenarios based on user input and patterns
- d) By extracting metadata from documents and media files
- Q42. What is one benefit of using Code Interpreter to analyze proposals or documents?
- a) It automates the creation of new content based on the extracted information
- b) It identifies patterns and trends in the extracted data for deeper analysis
- c) It helps users identify weaknesses, ambiguities, or missing information
- d) It generates questions to provoke deeper understanding and exploration
- Q43. What types of files can be created using Code Interpreter?
- A) Only text and image files
- B) Only code and data files
- C) Text, image, code, data, audio, video, executable, compressed, and markup files
- D) Only text, code, and data files
- Q44. What distinguishes the two approaches in solving problems with Code Interpreter or an intern?
- A) The level of autonomy given to the intern
- B) The degree of specificity in the instructions provided
- C) The use of advanced algorithms in generating plans
- D) The complexity of the problems being solved
- Q45. What is a key advantage of AI planning?

- a) It always follows the instructions perfectly.
- b) It can generate unexpected good ideas.
- c) It requires less human intervention.
- d) It provides a concrete plan without iteration.
- Q46. What additional information is required to provide to Code Interpreter to improve the planning process?
- a) Detailed instructions on Python coding.
- b) Clear constraints on the length of the blog post and social media posts.
- c) Historical data on previous planning processes.
- d) An outline of potential challenges faced during execution.
- Q47. What does the author suggest about refining the Al-generated plan?
- a) It's unnecessary as AI plans are usually perfect.
- b) It should be done manually without AI assistance.
- c) It's crucial as the initial plan may not be fully fleshed out.
- d) It's better to proceed with the plan as is without changes.
- Q48. How would you describe the process of breaking down the plan into actionable steps?
- a) By providing a single overarching goal without subtasks.
- b) By iterating on the plan until it becomes too complex for Code Interpreter.
- c) By expanding each bullet point into two to three additional steps.
- d) By requesting Code Interpreter to automate the entire planning process.
- Q49. What is the purpose of hierarchical breakdown in planning?
- a) To increase the complexity of the plan.
- b) To reduce Code Interpreter's involvement in the planning process.
- c) To provide clear steps for Code Interpreter to follow and facilitate problem-solving.
- d) To minimize the need for iteration and refinement in the planning process.
- Q50. What is one of the key techniques mentioned for working with AI planning and Code Interpreter?
- a) Writing the entire plan in one go
- b) Breaking down the problem into smaller steps
- c) Keeping the plan generic without tailoring it to the content
- d) Saving the plan only after execution
- Q51. Why is it important to create separate plans when dealing with multiple components or goals?
- a) It makes the planning process more complicated
- b) It allows for better organization and management of tasks
- c) It increases the likelihood of errors
- d) It decreases efficiency in problem-solving
- Q52. What step involves refining the plan based on the actual content to be used?
- a) Editing the plan
- b) Saving the plan
- c) Executing the plan step by step
- d) Customizing the plan
- Q53. What does "being the conductor" refer to in the context of working with Code Interpreter?
- a) Writing the entire plan by yourself
- b) Monitoring progress and intervening as needed
- c) Letting Code Interpreter execute the plan independently
- d) Saving the results of each step in a separate file
- Q54. What is the flipped interaction pattern?
- a) A pattern where the AI generates a plan without any input from the user
- b) A pattern where the user asks the AI questions to generate a plan
- c) A pattern where the AI generates questions for the user to answer
- d) A pattern where the user provides all the information upfront to the AI

- Q55. Why is the flipped interaction pattern useful?
- a) It saves time by generating a plan without user input
- b) It ensures that the AI asks relevant questions to tailor the plan
- c) It limits user involvement in the planning process
- d) It allows the AI to make assumptions about the task
- Q56. What is one benefit of letting the AI choose specific sections of a document to focus on?
- a) It ensures that the user's preferences are prioritized
- b) It allows the AI to make informed decisions based on the document's content
- c) It speeds up the planning process by avoiding user input
- d) It limits the scope of the task to only the most important sections
- Q57. How does the flipped interaction pattern help in generating a tailored plan?
- a) By allowing the AI to make assumptions about the task
- b) By prompting the user to provide relevant information through questions
- c) By excluding user input entirely from the planning process
- d) By relying on pre-defined templates for plan generation
- Q58. What is the main purpose of using the flipped interaction pattern?
- a) To minimize user involvement in the planning process
- b) To ensure that the AI considers the user's preferences and needs
- c) To speed up the plan generation process
- d) To allow the AI to generate plans autonomously
- Q59. When encountering errors in the conversation with Code Interpreter, what is the suggested approach for correction?
- a) Provide a follow-up message immediately after the error occurs.
- b) Edit the initial message to correct the error and allow Code Interpreter to regenerate the output.
- c) Request assistance from a human expert.
- d) Ignore the error and proceed with the conversation.
- Q60. Why is it important to address errors at the point in the conversation where they first occur?
- a) It prevents the recurrence of similar errors in subsequent interactions.
- b) It allows for the preservation of the conversation's accuracy and coherence.
- c) It minimizes the need for follow-up messages to correct mistakes.
- d) It ensures that Code Interpreter learns from its errors and improves its performance.
- Q61. What precaution should users take when editing a message to correct an error in Code Interpreter's output?
- a) Ensure that the edited message provides more detailed instructions to Code Interpreter.
- b) Review the entire conversation to identify similar errors and correct them simultaneously.
- c) Seek approval from Code Interpreter before making any edits to the conversation.
- d) Consider the potential loss of subsequent conversation outputs before editing earlier messages.
- Q62. What is the primary benefit of editing messages to correct errors in Code Interpreter's output?
- a) It reduces the need for human intervention in troubleshooting errors.
- b) It helps maintain the accuracy and coherence of the conversation.
- c) It accelerates the completion of tasks by bypassing error-prone sections of the conversation.
- d) It allows users to train Code Interpreter to avoid making similar errors in the future.
- Q63. According to the heuristic concept, what is one indicator that suggests the output may contain "hallucinations" or errors?
- a) The presence of Python code blocks in the response.
- b) The inclusion of a large amount of information compared to the input prompt.
- c) The absence of gray boxes indicating code execution.
- d) The use of specific keywords related to data synthesis.
- Q64. which scenario is more likely to result in errors or "hallucinations"?
- a) Providing a lengthy document as input and asking for key points and themes.
- b) Requesting Code Interpreter to generate a sample receipt with minimal input details.

- c) Asking Code Interpreter to execute Python code to analyze text data.
- d) Offering a comprehensive prompt along with additional context in the conversation.
- Q65. What precautionary measure is suggested when using Code Interpreter to generate outputs based on minimal input information?
- a) Include specific keywords to guide the output generation process.
- b) Review the output for gray boxes indicating code execution.
- c) Ensure the input prompt is comprehensive and detailed.
- d) Exercise extra scrutiny due to the potential for errors or misinformation.
- Q66. How does the heuristic differentiate between scenarios where errors are more likely to occur?
- a) By analyzing the complexity of the Python code generated by Code Interpreter.
- b) By comparing the size of the input prompt to the amount of information produced in the output.
- c) By examining the presence or absence of specific keywords in the prompt.
- d) By evaluating the coherence and clarity of the output text.
- Q67. Which scenario best exemplifies the concept of transitioning from a smaller amount of information to a larger amount?
- a) Asking Code Interpreter to generate a fake receipt based on a simple prompt.
- b) Requesting Code Interpreter to summarize a lengthy document into key points and themes.
- c) Providing Code Interpreter with a specific programming task and input data.
- d) Asking Code Interpreter to execute Python code to perform a complex analysis.
- Q68. What is the purpose of using identifiers in the context of analyzing documents with Code Interpreter?
- a) To highlight key phrases or keywords in the output generated by Code Interpreter.
- b) To cross-reference specific sections of the original documents with the output.
- c) To provide additional context for Code Interpreter to generate accurate responses.
- d) To indicate the type of analysis required for the document.
- Q69. Why is it important to enrich documents with identifiers before analyzing them with Code Interpreter?
- a) To simplify the document structure and make it easier for Code Interpreter to understand.
- b) To enable consistency checks between the output generated by Code Interpreter and the original document.
- c) To ensure that Code Interpreter can execute Python code effectively on the document.
- d) To facilitate collaboration between multiple users working on the same document.
- Q70. What is one advantage of using quotations from the source material to support the analysis generated by Code Interpreter?
- a) It reduces the need for manual verification of the analysis output.
- b) It provides additional context and clarity to the analysis findings.
- c) It allows Code Interpreter to generate more accurate and detailed responses.
- d) It enables users to modify the source material directly within the Code Interpreter interface.
- Q71. How do identifiers and quotations contribute to the overall goal of ensuring consistency between the output and the original documents?
- a) By enabling users to modify the source material directly within the Code Interpreter interface.
- b) By providing a reference point for users to cross-reference the analysis output with the original document.
- c) By automating the process of extracting relevant information from the source material for analysis.
- d) By reducing the need for manual verification of the analysis output through automated consistency checks.
- Q72. What is one potential drawback of breaking down large documents for incremental processing in Code Interpreter?
- a) It may lead to inconsistencies in the output due to fragmentation of the document.

- b) It can result in increased processing time and manual intervention to proceed.
- c) It limits the types of analyses that can be performed on the document.
- d) It may require additional tools or scripts to automate the process effectively.
- Q73. Why is breaking the document into separate files important when processing large documents?
- a) It allows for easier navigation and reference to specific sections.
- b) It reduces the processing time required by Code Interpreter.
- c) It enables automatic summarization of each section by Code Interpreter.
- d) It ensures compatibility with different file formats supported by Code Interpreter.
- Q74. What is the main challenge when dealing with large documents in Code Interpreter?
- a) Ensuring the accuracy of the generated output.
- b) Managing the complexity of the document structure.
- c) Overcoming limitations in the processing capacity of Code Interpreter.
- d) Maintaining consistency between the input and output.
- Q75. How does the text propose helping the LLM or code interpreter locate specific information within a document?
- A) By using Python for a keyword search
- B) By relying on human assistance only
- C) By creating an index or table of contents
- D) By converting the document into a PDF file
- Q76. Why does the text emphasize the importance of saving intermediate products such as indexes or individual pages?
- A) To increase the document's size
- B) To make the document harder to process
- C) To avoid starting from scratch in future tasks
- D) To slow down the processing speed
- Q78. What is the purpose of creating a master index from a document?
- A) To increase the document's complexity
- B) To create redundancy in the information
- C) To facilitate locating specific information
- D) To decrease the document's accessibility
- Q80. What advantage does using an index provide when processing large documents?
- A) It increases the processing time
- B) It decreases the need for human intervention
- C) It eliminates the need for summarization
- D) It limits the document's accessibility
- 1. Which of the following methods can be used to break down a document for easier processing?
  - A) Pages
  - B) Sections of text
  - C) Paragraphs
  - D) All of the above
  - \*\*Answer: D) All of the above\*\*
- 2. What is the purpose of building an index from a document?
  - A) To summarize the document
  - B) To identify keywords within the document
  - C) To assist in finding specific information within the document

- D) To translate the document into different languages
- \*\*Answer: C) To assist in finding specific information within the document\*\*
- 3. Which tool can be used to search for keywords within a document?
  - A) Python
  - B) Microsoft Word
  - C) Adobe Acrobat
  - D) Google Search
  - \*\*Answer: A) Python\*\*
- 4. What is the benefit of building an index from a document?
  - A) It reduces the size of the document
  - B) It helps in summarizing the document
  - C) It assists in quickly locating relevant information
  - D) It translates the document into different languages
  - \*\*Answer: C) It assists in quickly locating relevant information\*\*
- 5. Which feature allows ChatGPT to analyze individual pages of a document?
  - A) Page extraction
  - B) Indexing
  - C) Keyword search
  - D) Document transformation
  - \*\*Answer: A) Page extraction\*\*
- 6. What does ChatGPT use to map travel policy topics to pages in a document?
  - A) Document summarization
  - B) Policy search index
  - C) Keyword mapping
  - D) Document analysis
  - \*\*Answer: B) Policy search index\*\*
- 7. Which method helps ChatGPT identify relevant pages to answer questions about a specific topic?
  - A) Incremental analysis
  - B) Document transformation
  - C) Page extraction
  - D) Indexing
  - \*\*Answer: D) Indexing\*\*
- 8. What action should you take to make future interactions with a document easier after initial analysis?
  - A) Delete the document
  - B) Save the index and extracted pages
  - C) Rewrite the document
  - D) Translate the document into a different format
  - \*\*Answer: B) Save the index and extracted pages\*\*
- 9. Which role may need to review and approve expenses for unusual or exceptional circumstances?
  - A) Financial unit manager
  - B) Human resources coordinator
  - C) IT administrator
  - D) Marketing director

- \*\*Answer: A) Financial unit manager\*\*
- 10. What is the recommended action when a policy does not explicitly cover a specific scenario?
  - A) Assume the scenario is allowed
  - B) Consult with appropriate authorities
  - C) Disregard the policy
  - D) Modify the policy
  - \*\*Answer: B) Consult with appropriate authorities\*\*