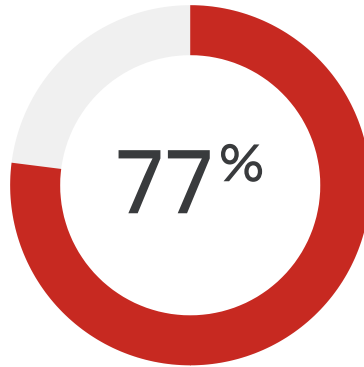




Completed: Jun 18 - 10:58 AM

kelmains



Assessment Failed

You did not pass this time. To earn your Confluence Fundamentals Badge, you must score 80% or higher on this assessment. You can retake this assessment. Feel free to revisit the course materials to study for your next attempt.

Total Points: 23/30 Correct Answers: 23/30

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Response Details



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Section Results

Section 1

Points: 23/30



Your Responses

Question 1 of 30

+1

You want to make sure you stay informed about changes made to a particular page.

Identify the correct action. 16099618

- Add the page to your starred items.
- Share the page with yourself.
- Watch the page.
- Update your email settings.

Question 2 of 30

+1

Jules created a page to capture project ideas, but she does not want the entire team to view it yet.

What should Jules do? 16099618

- Uncheck the box "Anyone can view and edit".
- Restrict the page to "Anyone can view, only some can edit".

- Restrict the page to “Only specific people can view or edit”.
- Select the option “Publish without notifying watchers”.

Question 3 of 30

+0/1 ❌

Wanda began working on a brand new page.

She needs to exit Confluence and wants to preserve her work, but she is not yet ready to share it with her team.

What should Wanda do? 16099618

- Click the Save button in the main navigation bar.
- Publish the page titled as “Draft”.
- Schedule a publish date in the future.
- Close the page.

The correct answer was "Close the page."

A. Incorrect. Confluence does not have a Save button because drafts are saved automatically. B. Incorrect. Wanda should not publish the page if it is still a draft and she is not yet ready to share it. C. Incorrect. Wanda should not schedule a publish date unless the page is ready to be published--and not a draft. D. Correct. Confluence saves your work automatically. Wanda can close the page or do nothing and her work saves as a draft as she exits.

Question 4 of 30

A marketing team created various pieces of content including:

1. marketing campaign roadmap
2. new hire updates

3. agenda for next monthly meeting

What is the Confluence term for these pieces of content? 16099618

- issues
- pages
- spaces
- templates
- macros

Question 5 of 30

+1

Which two statements are true about Confluence pages?
(Choose two.) 16099618

- Pages can contain rich, dynamic content.
- All pages must be built using templates.
- Every Confluence page lives online.
- Anyone can create a page in Confluence.

Question 6 of 30

Currently, your company stores various collections of related information in a file management system. Examples include:

1. department-related resources
2. company policies
3. product support knowledge bases

What is the term for these collections of related information in Confluence? 16099618

- tabs
- templates
- spaces
- boards
- page trees

Question 7 of 30

+1 

Your Confluence site has several spaces with the following titles:

1. NEMO product launch
2. Q4 Holiday Party
3. Platinum Care Marketing Campaign

Which type of spaces are these most likely to be? 16099618

- team spaces
- documentation spaces
- knowledge base spaces
- project spaces
- personal spaces

Question 8 of 30

Ainsley often needs to reference several Confluence pages that are located in different spaces.

What feature will help him find the pages easily in the future? 16099618

- Drag them to space shortcuts.
 - Reorder them in the page tree.
 - Watch the pages.
 - Share the pages.
 - Star the pages.
-

Question 9 of 30

+1 

Your company is using Confluence along with other Atlassian tools.

Which location allows you to see and access this list of tools? 16099618

- feed on the Confluence home page
 - apps dropdown in main navigation bar
 - product switcher in main navigation bar
 - shortcuts on the space sidebar
-

Question 10 of 30

+1 

Tomás wants to create a new page in Confluence using the main navigation bar.

What should he click? 16099618

- People header
- Recent header
- Create button
- Profile icon

Question 11 of 30

+0/1 ❌

Jose needs to locate two pages he was working on earlier in the day.

He cannot remember the content but he knows they were in two different spaces.

Identify two ways he can quickly locate these pages. (Choose two.) 16099618

- page tree
- homepage
- search bar
- spaces dropdown
- recent dropdown

The correct answer was "homepage, recent dropdown".

A. Incorrect. The page tree will only show pages for the current space being viewed. Jose needs pages from multiple spaces. B. Correct. The homepage includes a tab showing Recent work across multiple spaces. If Jose had been working on these pages earlier in the day, they would show up here. C. Incorrect. Since Jose doesn't remember too much about the pages, he has other options that can help him locate them quickly. D. Incorrect. The Spaces dropdown allows Jose to navigate between different spaces, but it would not be the quickest action to help him locate pages


within those spaces. E. Correct. The Recent dropdown shows Jose's recent work, including pages he has worked on across multiple spaces.

Question 12 of 30

+1 

You would like to create a page divided into three columns of equal size.

What is the name of the Confluence macro used for this purpose? 16099618

-  Layouts
 - Info panel
 - Headings
 - Frames
 - Divider
-


Question 13 of 30

+1 

You are working on a page that is very long and difficult for viewers to navigate.

You need a way to organize the content so that viewers can easily see the various sections on top of the page and click to jump to the sections within the page.

Identify the correct macro to use. 16099618

- Info panel
-  Table of contents

- Divider
 - Expand
 - Layouts
 - Children display
-



Question 14 of 30

+1 

A few months ago, your coworker used a Confluence template to create a page, “Q1 Team Event,” to plan a team-bonding activity.

You have just been asked to plan the Q2 team event.

Identify the two quickest methods to get started on this in Confluence. (Choose two.) 16099618

- Create a Q2 page and copy the macros from the Q1 page.
 -  Create a Q2 page using the same template as the Q1 page.
 -  Copy the Q1 page and edit the copy to become the Q2 page.
 - Archive the Q1 page, then copy as a Q2 page.
 - Clone the Q1 page into the Q2 space.
-

Question 15 of 30

Review examples of content created in Confluence:

1. “Advisory Meeting Minutes 05-23-21”
2. “Project Notes 06-01-21”
3. “Project Nemo Q1 Roadmap”

4. "Hello, I'm Arun; your new summer intern"

5. "Reflections from my sabbatical"

What are the correct terms for these content types in

Confluence? 16099618

- pages and notes
- blog posts and notes
- pages and blog posts
- documents and files
- templates and notes

Question 16 of 30

+1 ✓

Karla has been editing a published page but wants to discard her changes.

Identify the Confluence feature Karla can use. 16099618

- Revert to the last published version
- Preview the page
- Undo recent changes
- Publish with version comment
- Restore this version

Question 17 of 30

Abby authored several pages in your team space.

She set restrictions on one of the pages and you are not listed as

a viewer.

Which statement is true about this page? 16099618

- Someone else can still share it with you.
- You can see it in the page tree but not open it.
- You can see it in search results.
- Its child pages will also be hidden from you.

The correct answer was "Its child pages will also be hidden from you."

A. Incorrect. You need to be listed as a viewer in order for another viewer to share the page with you. B. Incorrect. If you cannot view a page, you will not see it in the page tree. C. Incorrect. Since you are not a viewer on the page, you cannot search and find it within Confluence. D. Correct. Confluence has inherited view restrictions. If you cannot see a parent page, you also cannot see its children.

Question 18 of 30

+0/1 ❌

Which statement about Confluence access is true? 16099618

- Page permissions can be limited to roles.
- Personal spaces are always hidden to everyone but the author.
- Hiding a parent page will automatically hide the children.
- Archiving a page resets the page permissions.

The correct answer was "Hiding a parent page will automatically hide the children."

A. Incorrect. Page permissions can be edited to specify access for individual users or user groups. They cannot be edited for specific roles. B. Incorrect. Personal spaces can be private to the author or open to others. C. Correct. Hiding (along with moving or deleting) a parent page affects the entire hierarchy of child pages. Any child pages under the parent page you hide will automatically be hidden as well. D. Incorrect. Archiving a page removes it from a page tree and quick search results. It

will not affect any viewing permissions or restrictions that had been set before it was archived.

Question 19 of 30

+0/1 ❌

You need to locate a particular page in Confluence.

You know several keywords that definitely appear on the page, including infrastructure, monetization, and transformation.

What is the best way to search for this page to get the fewest, most accurate results? 16099618

- Search with keyword shortcuts.
- Search with an exact match.
- Search with operators.
- Search with wildcards.

The correct answer was "Search with operators."

A. Incorrect. Searching with keywords will likely return too many unrelated results, depending on how often those keywords appear on other pages. This is not the best way to get the fewest, most accurate results. B. Incorrect. Since you only know a few keywords, you would not want to search for an exact match within Confluence. C. Correct. Searching using operators, like OR, AND, NOT, or a Group search can help you get more defined results. In this situation, since you know that all three keywords are on the page, you can use an operator to focus on results that contain all keywords, as opposed to results that may also include only one or two of the keywords. D. Incorrect. Since you know full keywords, you would not need a wildcard search, which allows you to replace characters within a search. Using wildcards will likely return too many unrelated results.

Question 20 of 30

+1 ✓

Yesterday, you created a page titled “Game Night on July 2, 2021”.

Today, your coworker Anne created a page titled: “2021 Team Event Planning”.

What should you do to help keep Confluence well-organized? 16099618

- Reorder her page underneath your page.
- Copy your page and move it under her page.
- Archive your page into her page.
- Drag your page to her page in the page tree.

Question 21 of 30

+0/1 ✗

Identify one way that Confluence users can reference a list of keyboard shortcuts. 16099618

- Click the shortcuts icon while viewing a page.
- Type “/k” while viewing a page.
- Click the help icon (?) from the main navigation bar.
- Type “shortcuts” into the search bar.

The correct answer was "Click the help icon (?) from the main navigation bar."

A. Incorrect. There is no shortcuts icon during page view or edit. B. Incorrect. Typing “/k” while viewing a page will bring up the quick search menu and start filling in the letter k. C. Correct. You can select Keyboard Shortcuts from the question mark (?)

icon in the main navigation bar. D. Incorrect. Typing “shortcuts” will search Confluence pages for content or comments related to the word “shortcuts.”

Question 22 of 30

+1 

Sofie created several pages in the Human Resources space, all of which are related to Onboarding.

She wants new hires to be able to locate them easily in the future.

Which two actions will meet this need? (Choose two.) 16099618

- Use unique, consistent labels.
 - Organize all child pages underneath a parent page.
 - Export the pages to a separate space.
 - Use share and mentions.
 - Star the pages.
-


Question 23 of 30

+1 

Cindy is confused about some content located halfway through a page she is reviewing.

What is the easiest and clearest way she can point the author to the location of this content? 16099618

- Add a page comment.
- Create an anchor and copy the link to share.
- Add an inline comment.

 Select the content and star it.

Question 24 of 30


+1 

Several people have been asked to review Bob's marketing plan.

You have concerns regarding the overall tone and style used throughout the page.

You want to provide feedback that all viewers can see.

Which feature should you use for this purpose? 16099618

-  Page comment
 - Page task
 - Inline comment
 - Share with message
 - Collaborative editing
-

Question 25 of 30

+0/1 

You need to share several Confluence pages with an external vendor, ACME.

ACME employees are not Confluence users. They do not, and should not, have access to your Confluence site.

Identify the correct way to share the pages. 16099618

- Use page export.
- Add the domain to space settings.
- Share using individual email addresses.
- Use @ mentions on the pages.
- Email individual page links.

The correct answer was "Use page export."


A. Correct. You can export any Confluence page to Microsoft Word or PDF. This is the correct way to share content with people outside of your organization or Confluence site who should not have access otherwise. B. Incorrect. There is no way to add a domain to space settings. Space administrators can add individuals or groups to space permissions – but only if they are already Confluence users. ACME employees are not Confluence users. C. Incorrect. When you share content with someone outside Confluence Cloud using their email address, they receive an email inviting them to join your site. They'll be prompted to create an Atlassian account before they can access your page or blog post. The question states that they should not have access. D. Incorrect. ACME employees are not Confluence users, so they will not have profiles that you could use to @ mention them. E. Incorrect. Sending a link to the Confluence page would not work for ACME, since clicking the link would still direct them to pages they could not view without being a part of your Confluence space. This question states that ACME employees do not, and should not, have access to your Confluence site.

Question 26 of 30

+1

Which feature does NOT help maximize team collaboration in Confluence? 16099618

- Collaborative editing
- Comments
- Mentions
- Page restrictions

 Sharing pages

Question 27 of 30

+1 

Tony wants to limit the notifications he receives as a result of changes to some pages.

Identify one Confluence feature that Tony can use. 16099618

- Unwatch the pages.
 - Remove the pages from his starred items.
 - Remove the pages from his recent list.
 - Create custom email filters.
-

Question 28 of 30

+1 

You receive too many email notifications from Confluence.

You prefer not to receive an email each time someone likes the pages you have created.

How can you fix this problem? 16099618

- Remove yourself as a collaborator on the pages.
 - Update your email notifications in personal settings.
 - Remove the pages from your starred items.
 - Disable the like function on your pages.
-

Question 29 of 30

+1 

Ann is updating pages created by others.

She needs to limit the notifications others receive as a result of her changes.

What should Ann do? 16099618

- Remove page watchers before publishing.
- Use page restrictions.
- Remove them as Collaborators.
- Publish without notifying watchers.

Question 30 of 30

+1 

Your manager instructed that all newly-created pages related to release notes in your space must have the same standardized look and feel.

This includes text styles, macros, and layouts.

Which solution helps meet this requirement? 16099618

- Build a page from a space template.
- Create a custom page template.
- Save a page as a template and star it.
- Add custom page labels.
- Create a page from a Google Doc import.

