1. What is your best defense against virus infection?

   A. Don't open e-mail attachments you're not expecting
   B. Don't surf the Internet
   C. Don't download files from the Internet
   D. Don't use disks to transfer data

2. Which of the following message attachments would you be wise not to open? A message with an attachment that:

   A. Appears more than once in your Inbox
   B. Says it's a sample copy of a new game from a recognized company e-mail address
   C. Is an unexpected note from a friend
   D. All of the above

3. It's safe, and more expedient, to conduct business via Instant Messaging

   A. True
   B. False

4. Which of the following can be viruses?

   A. Macros
   B. Files
   C. VB scripts
   D. All of the above

5. Instant Messaging is no more unsafe than regular email.

   A. True
   B. False

6. You should never respond to SPAM.

   A. True
   B. False

7. It's best to put your <in the clear> e-mail address on your Web site.

   A. True
   B. False

8. Which of the following should you NOT do in order to protect your password.

   A. Say your password aloud.
   B. E-mail your password to an associate.
   C. Provide your assistant with your password.
   D. All of the above.
9. Where should you write down your passwords.
   A. Someplace easily seen from your computer.
   B. Someplace that is out of sight, like beneath your keyboard or in a nearby drawer.
   C. Wherever you really need it for your memory, but this information can only be kept in a secure location.
   D. You should never write down your password.

10. Which of the following is a good way to create a password?
   A. Letter or number sequences.
   B. Your children's or pet's names.
   C. Substituting numbers of letters, such as 3 for E.
   D. A combination of upper and lowercase letters mixed with numbers and symbols.

11. Which of the following would be the best password?
   A. BobJones
   B. aC&3i7
   C. 12345
   D. ABcdEFgh

12. Your password should be changed:
   A. Never
   B. Daily
   C. Infrequently
   D. Regularly

13. What is the best definition of the word "intranet"?
   A. A series of points or nodes interconnected by communication paths.
   B. A computer program that provides services to other communication programs.
   C. A communications network that facilitates exchange of information within an enterprise
   D. The basic communication language or protocol of the World Wide Web.

14. Bandwidth is not affected by downloading files from the Internet to your PC.
   A. True
   B. False

15. If you're not careful about your Internet browsing, which of the following can be the result?
   A. Spyware
   B. Viruses
   C. Hacking
   D. All of the above.