

MIS5206
Week 5

Your Name _____
Date _____

1. When you send an e-mail message, the message goes directly to the person listed in the " To:" box.
 - A. True
 - B. False**
2. Junk e-mail, as in mass mailings, is annoying but harmless.
 - A. True
 - B. False**
3. The best way to avoid viruses is to not open unexpected e-mail attachments from unknown sources.
 - A. True
 - B. False**
4. Messages that appear more than once in your e-mail box may be more suspect of carrying a virus.
 - A. True**
 - B. False
5. Which of the following file types should never be opened?
 - A. .EXE - Executable File
 - B. .BAT - Batch Processing
 - C. .VBS - VBScript Script File
 - D. All of the above**
6. It is not safe to e-mail business documents to your home computer to work on them.
 - A. True**
 - B. False
7. What is a virus?
 - A. An email message
 - B. An image that embeds itself in your file directory
 - C. A program that self-replicates**
 - D. Data in various forms

8. Which of the following are examples of programs?
- A. .jpeg files, .tif files, and .gif files
 - B. Excel, PowerPoint, Access, and Word
 - C. Reports, records, and letters
 - D. All of the above
9. What is the most common delivery method for viruses?
- A. Email
 - B. Internet download
 - C. Infected disks
 - D. Instant messenger software
10. Which of the following terms generally fall under the descriptor "virus"?
- A. Worm
 - B. Trojan Horse
 - C. VBScripts
 - D. Both A and B
11. 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
12. 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
13. It's safe, and more expedient, to conduct business via Instant Messaging
- A. True
 - B. False

14. Which of the following can be viruses?

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

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

- A. True
- B. False

16. You should never respond to SPAM.

- A. True
- B. False

17. It's OK to put your e-mail address on a Web site.

- A. True
- B. False

18. 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.

19. 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.

20. 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.

21. Which of the following would be the best password?

- A. BobJones
- B. aC&3i7
- C. 12345
- D. ABcdEFgh

22. Your password should be changed:

- A. Never
- B. Daily
- C. Infrequently
- D. Regularly

23. What is the best definition of the word "internet"?

- A. A series of points or nodes interconnected by communication paths.
- B. A computer program that provides services to other communication programs.
- C. A vast network that enables point-to-point exchange of information.
- D. The basic communication language or protocol of the World Wide Web.

24. Bandwidth is not affected by downloading files from the Internet to your PC.

- A. True
- B. False

25. 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.