

## Unit 22

### True/False

*Indicate whether the statement is true or false.*

- \_\_\_\_\_ 1. Email is electronic, or digital, mail sent from one account to another via the Internet.
- \_\_\_\_\_ 2. For both the free email accounts and those associated with an ISP, an email address name is assigned.
- \_\_\_\_\_ 3. In most discussion threads, each new post appears directly beneath the last post.
- \_\_\_\_\_ 4. An SMS message can include an unlimited number of characters, but cannot contain images.
- \_\_\_\_\_ 5. With cloud computing, information is stored, retrieved, edited, and shared online, and can be accessed from any computer with Internet access.
- \_\_\_\_\_ 6. The best method for file sharing when working collaboratively is to send files as email attachments.
- \_\_\_\_\_ 7. A podcast is a pre-recorded digital audio or video file that can be downloaded and played on an electronic device such as a computer or an MP3 player.
- \_\_\_\_\_ 8. A personal Web site where the owner posts writings, commentaries, thoughts, and other information on an ongoing basis is a wiki.
- \_\_\_\_\_ 9. Wikis are used by companies and universities as a means of promoting communication among different individuals.
- \_\_\_\_\_ 10. Social networking sites provide users with an avenue with which to instantly share thoughts, ideas, photos, videos, and more with others.
- \_\_\_\_\_ 11. When dressing for a video conference, you should wear a monotone outfit such as all white or all black.
- \_\_\_\_\_ 12. You can display visuals, such as a presentation, a Web page, or a program on your computer as part of a video conference.

### Multiple Choice

*Identify the choice that best completes the statement or answers the question.*

- \_\_\_\_\_ 1. A computer program used to manage a user's email account.
  - a. browser
  - b. email client
  - c. mobile service
  - d. email server

- \_\_\_\_\_ 2. A mobile phone that provides traditional digital voice service in addition to a variety of other functions, such as text messaging, email management, Web browsing, still photo and video capabilities, MP3 music capabilities, video viewing, video calling, and the ability to run applications
- a. Exchange phone
  - b. Flip phone
  - c. Browser-based device
  - d. Smartphone
- \_\_\_\_\_ 3. A chain of individual messages or comments relating to a common topic.
- a. Discussion thread
  - b. Feed
  - c. Posts
  - d. Tweet
- \_\_\_\_\_ 4. According to an FCC report, nearly \_\_\_\_\_ percent of all Americans now have mobile phone service.
- a. 75
  - b. 80
  - c. 90
  - d. 95
- \_\_\_\_\_ 5. SMS is an acronym for \_\_\_\_\_.
- a. Simple Message Service
  - b. Short Message Service
  - c. Simple Memo Service
  - d. Short Memo Service
- \_\_\_\_\_ 6. On demand access to shared data via the Internet.
- a. Browser-based computing
  - b. Exchange
  - c. Virtual reality
  - d. Cloud computing
- \_\_\_\_\_ 7. A(n) \_\_\_\_\_ gives multiple users access to the same files.
- a. file sharing service
  - b. discussion thread
  - c. email account
  - d. RSS feed
- \_\_\_\_\_ 8. RSS is an acronym for
- a. Really Simple Service
  - b. Rights Shared for Syndication
  - c. Really Simple Syndication
  - d. Rights Shared Service
- \_\_\_\_\_ 9. A blog utilizes \_\_\_\_\_ to publish the owner's posts, as well as documents, photos, audio files, and video files.
- a. wikis
  - b. cloud computing
  - c. podcasting
  - d. RSS feeds
- \_\_\_\_\_ 10. A Web site that lets users create and edit content is a \_\_\_\_\_.
- a. podcast
  - b. wiki
  - c. cloud
  - d. blog
- \_\_\_\_\_ 11. All of the following are social networking sites EXCEPT:
- a. Wiki
  - b. LinkedIn
  - c. Facebook
  - d. MySpace
- \_\_\_\_\_ 12. When preparing for a video conference, you should position the camera so that
- a. your entire body is framed from the waist up on the monitor screen
  - b. as much of the room as possible is visible on the monitor screen.
  - c. your body is framed from the waist up on the monitor screen.
  - d. your computer monitor is visible to all participants.

**Short Answer**

1. List the important factors to consider when preparing for a video conference.