

Module-1 SharePoint Development**Short Answer Questions:**

1. When can you use SharePoint foundation to create site?
2. List two benefits of team collaboration system.
3. Is there any difference between list and external list? State any two reasons to justify your answer.
4. In which situation we can create team site in SharePoint 2013?
5. Which feature of SharePoint provide you facility to lock particular document?
6. How electronic content management system differ from web content management system?
7. List two benefits of team collaboration system.
8. Comment on "SkyDrive use to synchronize specific list and libraries between SharePoint and your computer."
9. Is SharePoint beneficial to create personal site? Give any two reasons to justify your answer.
10. When can you use content type feature provided by SharePoint 2013?
11. What is the purpose of wiki page library and asset library?
12. Why Datasheet view also refer as QuickEdit?

Long Answers Questions:

1. Your manager informs you that the organization is currently reviewing the need for a corporate portal. Discuss the reasons that justify why organizations invest in portal technologies.
2. How SharePoint beneficial for the organization? Discuss the reasons by giving appropriate examples.
3. How would you manage versioning of documents available in document library?
4. Which features provided by SharePoint Server over SharePoint Foundation?
5. You have to create the contact list in your SharePoint site. Which column can you create for contact list? What will be the column type of each column?
6. How can you create site collections in SharePoint 2013?
7. What is navigation in SharePoint? Write a detailed note on various navigation options in the platform.
8. Discuss types of services used by SharePoint Foundation 2013.
9. How would you change My Display Language & My Regional Settings in SharePoint 2013?
10. Suppose you have to develop the site for Biscuit manufacturing organization. Which functionalities can you implement for site using SharePoint 2013?
11. Consider the following functionalities.
 - a) Create the site to share documents.
 - b) Manage the information of employee.
 - c) Share the training video between all stakeholders of the organization.
 - d) Implement the survey to know the quality of products.Can you use SharePoint foundation to implement all functionalities? Discuss the reasons by giving appropriate justification.

Multiple Choice Questions:

1. What is the use of SharePoint?
 - a. Create site
 - b. Create portal

- c. For central document storage
 - d. All of above
- 2. Which is a member of site collection?
 - a. SharePoint site
 - b. SharePoint server
 - c. SharePoint intranet
 - d. SharePoint web part
- 3. In a list, data is gathered in rows, and each row is known as _____.
 - a. List item
 - b. Properties
 - c. Fields
 - d. Metadata
- 4. What is special instance of a list, in which every list item is a file?
 - a. Form library
 - b. Document library
 - c. Wiki page library
 - d. None of above.
- 5. Which is a special instance of a document library that is designed to store web pages?
 - a. Document library
 - b. Form library
 - c. Wiki page library
 - d. Asset library
- 6. Lists and document libraries can store different kinds of content, known as
 - a. Site columns
 - b. Tagging
 - c. Content types
 - d. All of the above
- 7. Which feature of SharePoint describes the process of adding a new or modified item or file to a document library or a list to replace the previous version?
 - a. Check-in
 - b. Check-in and check-out
 - c. Check-out
 - d. All of the above
- 8. Which term describes the process of getting a version of a document or list item in a list or library?
 - a. Check-in
 - b. Check-out
 - c. Both a and b
 - d. None of the above
- 9. Which type of system provides functionalities like share documents, assign tasks, track team events on a shared web calendar?
 - a. Team collaboration system.
 - b. Electronic document management system.
 - c. Electronic content management system.
 - d. Web content management system.
- 10. A system that use to central document storage, replacing network folders is known as ____
 - a. Team collaboration system.
 - b. Electronic document management system.

- c. Electronic content management system.
 - d. Web content management system.
11. Share point is use as a corporate portal where the corporate employees can go and download forms, read corporate news, fill in surveys, and search for documents is known as _____.
- a. Team collaboration system.
 - b. Internet
 - c. Electronic content management system.
 - d. Both b & c
12. Which site that belongs to specific user and is used to show user information that belongs, personally, to that user.
- a. Personal site
 - b. Private site
 - c. User site
 - d. Public site.
13. Sharepoint 2013 uses a design concept called _____ to display different menus and buttons.
- a. Ribbon
 - b. List
 - c. External list
 - d. None of above
14. Which is a special instance of a document library that is specially designed to store digital assets such as images, audio files, and videos?
- a. Asset library
 - b. Document library
 - c. Slide library
 - d. Wiki page library

True or False:

- 1. The two sites may share some attributes, such as security and navigation.
- 2. Only few SharePoint site is a member of a site collection.
- 3. The user can upload documents to a personal document library in the personal site, and all will be able to see and manage these documents.
- 4. We can use lists for links, tasks, discussions, announcements, or events.
- 5. A list can hold same type of content.
- 6. An external list is a SharePoint list.
- 7. A wiki page library is a special instance of a document library that is designed to store web pages.
- 8. A form library is a special instance of a document library that is specially designed to store digital assets such as images, audio files, and videos.
- 9. In SharePoint, views can be either public or private.
- 10. The Gantt view is a Microsoft Excel-like view that allows copying and pasting of data into the list or library.
- 11. *Paging* is a common method in websites used to show large amounts of data without overloading the page.
- 12. *Paging* is the building blocks of pages in SharePoint.

13. Using web parts is a great way to be notified by e-mail of changes in lists and libraries or even specific documents or list items.
14. Content types are hierarchical, not partitioned.
15. Tagging is a social web mechanism available in SPF that enables you as the user to tag a document or a list item or an even a page.
16. SharePoint enables developers to develop workflows and attach them to documents or list items.

Fill in the blanks:

1. One common use of SharePoint in organizations is to create sites that are used for _____.
2. The collaborative sites, also known as _____.
3. Sharepoint server has _____ and _____ versions.
4. Sharepoint Server has a _____ feature that enables site managers to create publishing sites.
5. The structure of sharepoint sites is very different from the structure of typical _____ sites that contain only pages.
6. A corporate portal have a home site called _____ that contains information that people see when they browse to that site.
7. _____resources stores forms such as travel requests, expense claims, and other forms.
8. Every sharepoint site is a member of a _____.
9. Every site collection has a single site as its _____.
10. A _____ site is a site that belongs to a specific user.
11. In sharepoint list, data is gathered in rows, and each row is known as a _____.
12. Different lists can have different _____ settings.
13. A document library a special _____ of a list, in which every list item is a file.
14. _____ library is a special instance of a document library.
15. A form library is much like a document library, but it is supposed to host only _____ forms.
16. Microsoft infopath is _____ software that integrates with sharepoint.
17. An asset library is a special instance of a document library that is specially designed to store _____ such as images, audio files, and videos.
18. _____ library type is designed to help people in an organization collaborate to create powerpoint presentations by sharing slides.
19. _____ is a column for a list or a document library that can be used in all document libraries or lists in the site in which it is created, as well as in the subsites for that site.
20. The content types can also specify different _____ that users should use when creating documents of content types.
21. Content types are _____, which means they can inherit from other content types.
22. _____ is a mechanism that enables administrators to create hierarchical term sets that can then be used in document libraries and lists as columns.
23. Managed metadata can be quite useful for _____ and _____ documents.
24. Major version is define by numbers go from _____.
25. Minor version is define by numbers go from _____.
26. The _____ describes the process of adding a new or modified item or file to a document library or a list to replace the previous version.
27. The _____ describes the process of getting a version of a document or list item in a list or library.
28. The _____ is a series of steps—some automatic, some manual—that must be performed as

part of a business process for a document or a list item.

29. When versioning is activated on a document library or list, a _____ creates a new version.

30. In SharePoint, views can be either _____ or _____.