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Continuing Education Course #636
Digital Tools for Engineers

1. Which Microsoft tool is a primary communication hub for email, scheduling, and task management?
 - a. Excel
 - b. Outlook
 - c. Power BI
 - d. OneDrive

2. What major feature was recently integrated across Microsoft 365 to enhance productivity?
 - a. Siri
 - b. Alexa
 - c. Watson
 - d. Copilot

3. Which Microsoft tool is used for real-time collaboration of documents?
 - a. Word
 - b. OneDrive
 - c. SharePoint
 - d. PowerPoint

4. Which software is the primary tool for presentations?
 - a. Excel
 - b. PowerPoint
 - c. Word
 - d. Teams

5. What is a common engineering use of Excel?
 - a. Calculations
 - b. Video editing
 - c. Email automation
 - d. 3D modeling

6. Which tool is described as the "team library" for shared project files?
 - a. OneDrive
 - b. Dropbox
 - c. Teams
 - d. SharePoint

7. Which tool is described as a personal workspace for documents?
 - a. SharePoint
 - b. OneDrive

- c. Teams
- d. Power BI

8. Digital signature tools provide:

- a. Predictive analytics
- b. Audit logs with timestamps and IP addresses
- c. 3D site modeling
- d. Budget forecasting

9. Which tool transforms raw data into visual dashboards and analytics?

- a. Word
- b. Outlook
- c. Power BI
- d. OneNote

10. Which category of software is used to lock down official documents?

- a. Scheduling software
- b. PDF software
- c. ERP software
- d. CAD software

11. Which platform is highlighted as a professional networking and portfolio tool for engineers?

- a. Facebook
- b. Instagram
- c. LinkedIn
- d. TikTok

12. Which AI tool is described as a "force multiplier" for administrative work?

- a. Yelp
- b. Alexa
- c. Bixby
- d. Copilot Enterprise

13. External AI Meeting Assistants typically:

- a. Replace human participants
- b. Speak with a synthetic voice
- c. Display topics as 3D models
- d. Join calls as an AI user

14. Predictive Maintenance tools primarily help engineers by:

- a. Predicting equipment failure
- b. Designing 3D models
- c. Creating presentations
- d. Managing email

15. Digital twins combine real-world data with AI to:

- a. Simulate dynamic real-world scenarios
- b. Replace CAD models
- c. Create graphics
- d. Manage payroll

16. Which Autodesk tool is commonly used for Building Information Modeling (BIM)?
- a. AutoCAD
 - b. Revit
 - c. Navisworks
 - d. Fusion
17. Which Ansys tool is the flagship software for finite element analysis (FEA)?
- a. Ansys Fluent
 - b. Ansys HFSS
 - c. Ansys Mechanical
 - d. Ansys Discovery
18. Which Bentley tool is widely used for structural analysis and design?
- a. ProjectWise
 - b. MicroStation
 - c. STAAD.Pro
 - d. OpenRoads
19. Which MathWorks tool is used for block-diagram simulation and model-based design?
- a. MATLAB
 - b. Stateflow
 - c. Simulink
 - d. Simscape
20. Which tool helps engineers perform virtual site visits and analyze spatial data?
- a. Power BI
 - b. Google Earth
 - c. Excel
 - d. SAP

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