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| **Unit 2 Information Management - STUDY GUIDE** |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Factors that should be evaluated when assessing information's quality. |
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| **A.** | Validaty, Reliability, and Bias |

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| **B.** | Accuracy and Timeliness |

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| **C.** | Timeliness and Bias |

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| **D.** | A & B |

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| **2.** | Ways to organize information to support the purpose and format needed for a task |
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| **A.** | Outlines, Drafts, and Summaries |

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| **B.** | Storyboards, Proposals |

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| **C.** | Proposals and Summaries |

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| **D.** | A & B |

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| **3.** | The advantages of storing / recording information |
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| **A.** | Documentation and Audit Trail |

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| **B.** | Personal Files and Heritge Preservation |

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| **C.** | Audit Trail and Persoanl Files |

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| **D.** | A & B |

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| **4.** | Negative results of storing / recording information are obsolescence of format or medium and security of information |
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| **T.** | True |

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| **F.** | False |

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| **5.** | Determining information should be based on: factual information, criticism, and options |
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| **T.** | True |

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| **F.** | False |

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| **6.** | Types of formats of information sources are: Formality of information, disciplines, current vs hisorical, and primary vs secondary. |
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| **T.** | True |

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| **F.** | False |

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| **7.** | Ways to integrate existing information , data or images into a new product or performance are: |
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| **A.** | Quoting & Summarizing |

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| **B.** | Summarizing & Copying |

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| **C.** | Copying & Manipulating |

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| **D.** | A & C |

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