

PRACTICE QUESTIONS

Anthropic

CCAO-F

Claude Certified Associate - Foundations

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EDITION Free Set 1

QUESTIONS 10

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EXAM Anthropic CCAO-F, Claude Certified Associate - Foundations

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10 practice questions for the Anthropic CCA0-F exam, Claude Certified Associate - Foundations, each followed by its answer and a short explanation. More free sets and the full practice exam: aiexamcerts.com/anthropic/cca0-f. Spotted a mistake? Email support@aiexamcerts.com with the exam code CCA0-F and the question number.

1. A team wants Claude to answer questions from the company HR policy PDF inside a Claude Project. Which setup is most appropriate?
 - A Use a chat with no instructions and assume Claude already knows the company policy
 - B Upload the policy document as project knowledge and write project instructions telling Claude to answer from it
 - C Ask Claude to memorize the policy from a previous conversation, then rely on that memory for every later question
 - D Paste the policy into every chat message as a reminder, so that it is always in view

Answer: B

Uploading the policy as project knowledge and adding instructions to answer from it keeps the reference material and the expected behavior in one place. Claude does not know a private company policy unless the material is supplied. Pasting the policy into every message is slow and error-prone, and asking Claude to memorize it from another chat is not a reliable configuration.

2. Asking Claude to adopt a named _____, such as a senior financial analyst, before it writes is a way to set the perspective of the response.

Answer: role (also accepted: persona, role or persona)

Assigning a role or persona tells Claude whose expertise and viewpoint to use, which shapes vocabulary, priorities, and depth. It is a useful prompt element, but it does not replace stating the audience, the goal, and the output format. The blank accepts role or persona.

3. Which output format is most suitable for information that a reader must scan and compare across several items?
 - A A set of sentences with no separation between items, so that the reader reads the whole thing in one pass
 - B A free-form story that describes each item in turn, with the details woven into the narrative
 - C A single unbroken paragraph covering all items in order
 - D A table with consistent columns, one row per item

Answer: D

A table with consistent columns lets a reader compare the same attributes across items at a glance. A story or an unbroken paragraph makes comparison slow and error-prone. Running sentences together with no separation has the same problem, and a table is the format built for this task.

4. Claude cites a government statistic with a precise figure. Which is the best next step before the figure is published?
- A Verify the figure in the original published source before it is used
 - B Accept it because the figure appears in a confident, formal paragraph that reads as authoritative
 - C Ask Claude to repeat the figure with more decimal places so that it looks more precise
 - D Trust it because it matches what Claude said earlier in the same chat

Answer: A

The figure has to be checked against the original published source before anyone relies on it. Formal wording and repetition inside the same chat are not evidence, and extra decimal places can make a fabricated number look more precise. Only an authoritative source confirms the statistic.

5. Which two factors should guide the choice between a faster model and a more capable model? (Choose two.)
- A The complexity of the reasoning the task requires
 - B The volume of work and how sensitive the team is to cost
 - C Whether the output must include a chart
 - D The team's preferred font for the final document
 - E Whether the requester has used Claude before

Answer: A, B

The reasoning complexity of the task and the volume and cost sensitivity of the work are the main drivers of the trade-off between a faster and a more capable model. Chart requirements and fonts are presentation choices that do not change which model fits. Prior experience with Claude matters for training, not for model capability requirements.

6. A sales team wants to reuse Claude's proposal drafts across the whole team. Which practice best supports a repeatable workflow?
- A Delete the prompts after each use so that no one else can copy them and gain an advantage
 - B Let each rep write a unique prompt with no shared reference, so that every proposal has its own voice
 - C Use Claude only for the final round after the drafts have already been written by hand
 - D Save approved prompts and reference examples in a shared Project so each draft starts from the same standards

Answer: C

Saving approved prompts and reference examples in a shared Project gives the whole team the same starting point and standards. Unique prompts with no shared reference produce inconsistent drafts, and using Claude only at the end removes most of its value. Deleting prompts after use prevents the team from reusing what works.

7. Sharing confidential client data with Claude is always acceptable as long as the conversation is not shared publicly.
- A True
 - B False

Answer: B (False)

Whether data may be shared depends on organizational policy, how sensitive the data is, and which tools are approved, not only on whether a conversation is public. Confidential or regulated data may need anonymization or an approved environment. Treating private visibility as sufficient permission is a common compliance mistake.

8. When Claude's output is too long and unfocused, adding a stated _____ limit to the prompt usually helps.

Answer: length (also accepted: word count, word, word or length)

A clear length or word count limit tells Claude how much to write, which keeps the response focused on what was asked. Vague requests such as make it shorter leave the target open to interpretation. The blank accepts length, word count, or word.

9. Which Claude feature is designed for producing a standalone document, such as a report or a code file, that you can edit and export separately from the chat?
- A Memory, which carries preferences and facts forward across separate conversations for the same user
 - B Artifacts
 - C Connectors
 - D Research mode, which investigates a question in depth across multiple sources and summarizes the findings

Answer: B

Artifacts are standalone outputs such as documents or code files that appear beside the conversation so they can be edited and reused. Memory carries preferences and facts across chats rather than producing a document. Connectors bring in outside data sources, and research mode is for investigating a question in depth.

10. A recurring workflow produces a slightly different tone each run. What is the most effective fix?
- A Ask for a different tone each time and pick the best result from the options that come back
 - B Run the workflow only once a month so that the tone stays consistent between the rare runs
 - C Remove all examples so that Claude is not biased by them in any direction
 - D Put the tone, audience, and style rules in a reusable prompt template and include a short approved example

Answer: D

A reusable template that states the tone, audience, and style rules, along with an approved example, makes each run follow the same standard. Asking for a different tone every time guarantees more variation. Removing examples leaves Claude with less guidance, and running the workflow less often does not fix the inconsistency.