

Anthropic CCAO-F

Claude Certified Associate - Foundations

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Question: 1

A project manager wants to use Claude for two different tasks: brainstorming names for an internal program, and drafting the program's formal charter. How should the prompting strategy differ between the two?

- A. Both tasks should use identical prompts, since prompting principles are universal
- B. The brainstorm should specify exact formatting rules and strict limits; the charter should ask for maximum creativity and give the model complete freedom over structure
- C. For the brainstorm, ask for many varied options and defer judgment; for the charter, provide structure, required sections, tone, and constraints
- D. Brainstorming should be avoided, as models cannot generate original ideas

Answer: C

Question: 2

During one working session an associate gets three things from Claude: a quick factual answer, a comparison of four vendors across six criteria, and a polished one-page brief that colleagues will edit and reuse. Which output formats fit?

- A. Everything as artifacts, since artifacts are the premium format
- B. Everything inline, to keep the conversation in one place
- C. The polished brief inline in the chat, the vendor comparison as a separate chat message, and the quick factual answer as its own artifact
- D. The quick fact inline; the vendor comparison as a structured table; the reusable brief as an artifact to refine and share from

Answer: D

Question: 3

Every month, an operations associate produces a supplier scorecard using the same 12 reference documents, the same formatting rules, and the same evaluation rubric — currently re-uploading and re-explaining everything each time. Which feature removes this overhead?

- A. Research mode, so Claude finds the documents on the web
- B. A longer first message each month containing everything
- C. A Claude Project holding the reference documents as knowledge and the rules and rubric as instructions, so every monthly chat starts equipped
- D. Asking Claude at the start of each month to remember the documents and rules from last month's conversation and simply carry on from there

Answer: C

Question: 4

A team is defining its standard validation practice for Claude-assisted work. Which TWO practices belong in it? (Select TWO.)

- A. Check high-stakes factual claims against authoritative external sources before publication
- B. Ask Claude to rate its own confidence in each output and treat consistently high self-ratings as sufficient verification
- C. Regenerate each output twice and accept it if the versions agree
- D. Route specialized content (legal, medical, financial) to a qualified human reviewer before it is relied upon
- E. Treat any output that survives a spelling check as validated

Answer: A, D

Question: 5

An operations team suspects their invoice-approval process is inefficient but cannot articulate where. How can Claude support process optimization here?

- A. Describe the process step by step and ask Claude to identify likely bottlenecks, redundant approvals, and questions to investigate, then verify against real data
- B. Ask Claude to approve the invoices itself from now on
- C. Have Claude generate a motivational memo about efficiency
- D. Retire the current process immediately and replace it wholesale with whatever alternative process Claude describes as industry best practice for invoice approval workflows

Answer: A

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