Anthropic

(Claude Certified Associate Foundations CCAO-F)

Claude Certified Associate Foundations

Total: **81 Questions**

Link:

C. a series of regional narrative briefs, each describing weekly performance in paragraph form

D. a bulleted list of observations grouped by region without consistent metrics across entries

Answer: A

Explanation:

A. A structured table with one record per row and one metric per column, sorted by region

Correct

A **structured table** is the clearest format for a large set of comparable metric records. Keeping **one record per row and one metric per column** makes it easy to compare weekly performance across regions, identify trends, and locate specific records. Sorting by region further improves readability and consistency.

B. A narrative summary organized by region, describing trends and notable records in prose

Incorrect

A narrative summary can be useful for explaining major trends, but it is less effective for presenting **200 individual metric records**. Important details can become difficult to find and compare when the data is presented primarily as prose.

C. A series of regional narrative briefs, each describing weekly performance in paragraph form

Incorrect

Regional briefs may provide useful context, but paragraph-based reporting makes it harder to perform **quick comparisons across weeks, regions, and metrics**. A structured format is more appropriate for large amounts of standardized data.

D. A bulleted list of observations grouped by region without consistent metrics across entries

Incorrect

Inconsistent metrics make it difficult to compare records reliably. A bulleted list can highlight observations, but it does not provide the **consistent structure and comparability** needed for 200 weekly metric records.

Final Answer: A. A structured table with one record per row and one metric per column, sorted by region

Question: 5

An analyst has been asked to compute summary statistics from an uploaded sales data file and produce a chart for a weekly report.
Which output approach best fits the task?

A. Use Code Execution to perform the calculations and generate the chart, then verify the computed results against the source data before sharing the output.

B. Request a narrative description of the data in the chat response without computing values, leaving the summary statistics and the chart unproduced and the weekly report incomplete.

C. Ask Claude to estimate the summary statistics from a brief preview of the file, accepting unverified figures rather than running the calculations against the full uploaded dataset.

D. Produce a written placeholder for the chart in the chat response without generating the actual visualization, leaving the weekly report without the visual output it requires.

used consistently and accountably.

Answer: D

Explanation:

A. A governance framework documents the AI policies the organization is legally required to adopt, focusing on regulatory compliance rather than day-to-day use.

Incorrect

Regulatory compliance can be part of AI governance, but a governance framework is **broader than legal requirements alone**. It also establishes practical rules for how AI should be used, including data handling, reviews, accountability, and risk management.

B. A governance framework defines the training every employee must complete before using AI tools, with separate requirements for each tool the organization licenses.

Incorrect

Employee training may be included in an AI governance program, but training requirements alone do not constitute a complete governance framework. Governance also addresses **approved tools, permitted data, oversight, review processes, and accountability**.

C. A governance framework lists the AI tools the organization licenses and the cost of each, so users can pick the most cost-effective tool for each task.

Incorrect

A list of approved AI tools and their costs may be useful for procurement or tool management, but it does not provide the necessary **governance controls**. AI governance focuses on responsible and accountable use rather than simply choosing the cheapest tool.

D. A governance framework defines approved tools, allowed data, required reviews, and reporting paths so AI is used consistently and accountably.

Correct

An organizational **AI governance framework** establishes clear rules for responsible and consistent AI use. It can define **which tools are approved, what data may be used, when human review is required, and how issues or risks should be reported**. This helps ensure AI is used safely, consistently, and with clear accountability.

Final Answer: D. A governance framework defines approved tools, allowed data, required reviews, and reporting paths so AI is used consistently and accountably.

Question: 8

You are organizing connected data sources for a team and must complete the planning steps before authorizingany connection.
Which two planning steps must be completed BEFORE authorizing a new Connector? (Select two.) Each correct answer presents part of the solution.

A. Decommission any unused legacy Connectors that may still be authorized.

B. Migrate every existing report off the prior data source onto the new Connector.

C. Confirm the data classification of the source and the team's permission to use it.

Question: 11

You are configuring a new Claude Project for a specific recurring workload
Which Project configuration step should be performed first?

A. Add reference materials and instructions that the Project will rely on.
B. Invite collaborators to the Project and confirm the appropriate access levels.
C. Test the configured Project on a representative request from the workload.
D. Define the purpose of the Project and the recurring tasks it must support.

Answer: D

Explanation:

A. Add reference materials and instructions that the Project will rely on.

Incorrect

Reference materials and instructions are important for configuring a Project, but they should be added **after defining the Project's purpose and scope**. Without first identifying the recurring workload, it is difficult to determine which instructions and materials are actually relevant.

B. Invite collaborators to the Project and confirm the appropriate access levels.

Incorrect

Collaborators and access levels should be configured after the Project's purpose and requirements have been established. Inviting users too early can create unnecessary access or require changes later.

C. Test the configured Project on a representative request from the workload.

Incorrect

Testing is an important validation step, but it should happen **after the Project has been configured**. First, you need to define what the Project is intended to accomplish and which recurring tasks it should support.

D. Define the purpose of the Project and the recurring tasks it must support.

Correct

The first step is to **define the Project's purpose and recurring workload**. This establishes the Project's scope and provides the foundation for selecting appropriate instructions, reference materials, collaborators, and validation requests. Once the purpose is clear, the remaining configuration steps can be performed systematically.

Final Answer: D. Define the purpose of the Project and the recurring tasks it must support.

Question: 12

You are a knowledge worker who decomposed a "draft a board memo" request into fifteen tiny steps and noticed the output now feels disjointed because related ideas were split apart.
Which adjustment is most appropriate?

A. Remove all sequencing so the steps run in random order.

Answer: B

Explanation:

A. The habit is ideal because a single template guarantees consistent quality across all task types.

Incorrect

Using one template for every task does not guarantee consistent quality. Different tasks have different **goals, requirements, context, and output formats**, so a generic template may not provide Claude with the information needed to produce the best result.

B. The prompting strategy should be adapted to each task type because one template does not produce equally strong outputs across all tasks.

Correct

Prompting should be **adapted to the specific task**. For example, a summarization task may require source boundaries and a desired level of detail, while a drafting task may require audience, tone, and format. Tailoring the prompt helps Claude produce **more relevant, accurate, and useful outputs**.

C. The prompting strategy should not change between tasks because adapting it wastes time and adds no value.

Incorrect

Adapting prompts can require some additional effort, but it often improves **output quality and efficiency overall**. A task-specific prompt can reduce revisions and make the workflow more effective.

D. Task type has no effect on the appropriate prompting strategy.

Incorrect

Task type directly affects how a prompt should be structured. Different tasks may require different **instructions, context, constraints, examples, and output formats**, so the prompting strategy should reflect the nature of the task.

Final Answer: B. The prompting strategy should be adapted to each task type because one template does not produce equally strong outputs across all tasks.

Question: 15

You received a vague request to "look at our pricing." After discovery, the goal is confirmed: produce a structured competitor-pricing summary the team can act on, not new pricing ideas.
Which strategy best fits the clarified task?

A. Use a comparative analysis strategy that contrasts the company's pricing against a single named competitor, since pairwise comparison produces the clearest output.

B. Use a divergent brainstorming approach to generate a wide range of possible competitor-pricing observations, then narrow to the most likely ones.

C. Use an open conversational strategy that explores competitor pricing iteratively across several prompts, allowing the structure to emerge from the conversation.

D. Use a research strategy that gathers structured information about competitor pricing, names sources, and notes confidence in each finding.

Question: 18

You are a product designer using Claude in a solution-design exercise.
Which solution-design step should be performed first when using Claude?

A. Generate candidate solution concepts using Claude across diverse styles.
B. Produce detailed mock-ups of the chosen solution for stakeholder review.
C. Compare the candidate concepts against the constraints and select a finalist.
D. Articulate the problem the solution must address and the constraints in play.

Answer: D

Explanation:

A. Generate candidate solution concepts using Claude across diverse styles.

Incorrect

Generating concepts should happen **after the problem and constraints have been clearly defined**. Without a clear understanding of the problem, Claude may produce ideas that are creative but do not address the actual requirements.

B. Produce detailed mock-ups of the chosen solution for stakeholder review.

Incorrect

Detailed mock-ups are a **later-stage design activity**. A solution must first be defined and selected before investing effort in detailed visual representations or prototypes.

C. Compare the candidate concepts against the constraints and select a finalist.

Incorrect

Candidate concepts need to exist before they can be compared and evaluated. Therefore, this step comes **after problem framing and concept generation**, not at the beginning.

D. Articulate the problem the solution must address and the constraints in play.

Correct

The first step is to clearly **define the problem and identify the relevant constraints**. This gives Claude the context needed to generate useful solution concepts and ensures that later ideas can be evaluated against the actual requirements.

Final Answer: D. Articulate the problem the solution must address and the constraints in play.

Question: 19

You are a customer-success manager considering whether to escalate a Claude-generated response.
Which factor most strongly raises the impact of the output and supports escalation before external use?

A. The response is an internal draft summarizing the associate's notes from a customer call for their own reference.
B. The response is a brief internal announcement about an upcoming team all-hands meeting.
C. The response is an unchanged draft for a paying customer that includes a service-level commitment.
D. The response is a casual rephrasing of an internal team status update.

addressed.

B. Rewrite the brief from scratch incorporating the two specific issues, since starting fresh integrates the feedback more cleanly than targeted edits.

Incorrect

Rewriting the entire brief is unnecessary when only **two specific issues** were identified. A complete rewrite can unintentionally change or introduce problems in sections that were already accepted.

C. Address the two specific issues directly, leave unrelated parts unchanged, and document the changes for the next review.

Correct

The strongest approach is to make **targeted changes** that directly address the identified issues while leaving accepted content unchanged. Documenting the changes also improves **traceability** and makes the next review more focused and efficient.

D. Address the two specific issues and add a third improvement the associate identified, since combining reviewer feedback with self-identified improvements is more efficient.

Incorrect

Adding unrelated improvements can expand the scope of the revision unnecessarily. When specific reviewer feedback has been provided, the preferred approach is to **address those issues directly** and avoid introducing additional unrequested changes.

Final Answer: C. Address the two specific issues directly, leave unrelated parts unchanged, and document the changes for the next review.

Question: 22

You are a communications manager validating a Claude-generated newsletter that includes a specific industry growth figure. The figure appears in three trade-press articles, but none of them link to the underlying study. Which validation step is correct?

A. Accept the figure because three trade-press articles repeat it.
B. Remove the source attribution and present the figure as common knowledge.
C. Locate the original study referenced by the trade-press articles and verify the figure in the primary source.
D. Use the highest figure across the three articles to make the newsletter more compelling.

Answer: C

Explanation:

A. Accept the figure because three trade-press articles repeat it.

Incorrect

Multiple articles repeating the same figure does not necessarily mean the figure is accurate. The articles may all be relying on the **same underlying source or secondary claim**, so repetition alone is not sufficient verification.

B. Remove the source attribution and present the figure as common knowledge.

Incorrect

Sharing memory between unrelated engagements defeats the purpose of having separate Projects. Information from one client could influence responses for another client, creating a **context separation and confidentiality risk**.

D. Skip Project configuration entirely and use general chats for both engagements, which provides no scoped memory contexts and offers no structural separation between the two clients' work streams.

Incorrect

Using general chats does not provide the same **structured separation of instructions, knowledge, and context** that separate Projects can provide. For distinct client engagements, dedicated Projects offer a clearer way to maintain boundaries.

Final Answer: A. Set up each Project with its own distinct memory context, knowledge sources, and instructions, and verify that information from one Project does not appear in the other Project's responses.