Trivia Game

Word	Phishing	Outlook & Windows	DMS & PDFs	Excel/ PowerPoint
10	10	10	10	10
20	20	20	20	20
30	30	30	30	30
40	40	40	40	40
50	50	50	50	50

Category 1 – Word - questions follow

Question

Category 1 – 10 Points

Word – How can you center a paragraph, word, or phrase in a document by using just the Keyboard?

Answer

Category 1 – Word

Ctrl + E

Question

Category 1 - 20 points

Word – what is the keyboard combination to show (reveal) formatting of a Word document?

Answer

Category 1 – Word

Shift + F1

Question

Category 1 – 30 points

Word – How can you make text ALL CAPITALS by using the keyboard?

Answer

Category 1 – Word

Use Shift + F3

Question

Category 1 – 40 points

Word – How can you remove all the Hyperlinks in a document at the same time (Keyboard shortcut)

Answer

Category 1 – Word

Select all (Ctrl+A), and
then press Ctrl+Shift+F9

Question

Category 1 – 50 points

Word – How can you copy and paste edits with track changes?

Answer

Category 1 – Word

Turn OFF track changes **before** copying and pasting

Category 2 questions follow

Question

Category 2 - question for 10 points

Phishing – If the IRS calls you, is it really the IRS or is it a scam?

Answer

Category 2 answer for 10 points

It is a scam

Question

Category 2 question for 20 points

Passwords - What percentage of passwords can be cracked in less than 6 hours?

Answer

Category 2 answer for 20 points

90%

Question

Category 2 question for 30 points

Phishing – What's a really good clue to determine if an email is a phishing email? Give at least 1 clue.

Answer

Category 2 answer for 30 points

Answer Choices:

Unknown sender

Sense of urgency

Strange attachments

Poor spelling/grammar

Question

Category 2 question for 40 points

Phishing – what are 2 common Phishing email subject lines?

Answer

Category 2 answer for 40 points

* Request
* Urgent/Important
* Are you at your desk?
* Hello
* Invoice Due
* Direct Deposit
* Payment Status
* Follow up
* Are you available?
* Purchase
* Re:
* Expenses

Question

Category 2 question for 50 points

How many characters does your Firm login password require now?

Answer

Category 2 answer for 50 points

Ten (10)

Category 3 questions follow

Question

Category 3 question for 10 points

Windows – What is the easiest way to LOCK your computer? (so you have ot use your password to get back on).

Answer

Category 3 answer for 10 points

Windows Key + L

Question

Category 3 question for 20 points

How long before emails are Stubbed?

Answer

Category 3 answer for 20 points

One (1) year

Question

Category 3 question for 30 points

Windows –
what does the Menu Key do?

Answer

Category 3 answer for 30 points

Performs the function of
RIGHT click.

Question

Category 3 question for 40 points

How can you quickly enlarge or reduce the size something on your screen?

Answer

Category 3 answer for 40 points

CTRL Key plus the
scroll button on your mouse

Question

Category 3 question for 50 points

Outlook Calendar – in finding a calendar date in the future, how can you find 6 weeks from tomorrow?

Answer

Category 3 answer for 50 points

Type 6w + 1

Category 4 questions follow

Question

Category 4 question for 10 points

DMS – how do you copy documents from the DMS to a flash drive?

Answer

Category 4 answer for 10 points

Hold the CTRL key down and drag the documents from the DMS to the Flash drive.

Question

Category 4 question for 20 points

What is the easiest way to find a document in the DMS? (with what information?)

Answer

Category 4 answer for 20 points

Search with the document id number

Question

Category 4 question for 30 points

Combining documents into ONE PDF – can you get documents from the DMS?

Answer

Category 4 answer for 30 points

Yes

Question

Category 4 question for 40 points

When combining files into one PDF, do the individual files all have to be PDFs first?

Answer

Category 4 answer for 40 points

No, they can be all
different types of files

Question

Category 4 question for 50 points

Can you print comments from a PDF?

Bonus: do you know what to click?

Answer

Category 4 answer for 50 points

Yes

Create Comment Summary

Category 5 questions follow

Question

Category 5 question for 10 points

Excel – Can you make a custom view and KEEP it for the future in Excel?

Answer

Category 5 answer for 10 points

Yes

Question

Category 5 question for 20 points

PowerPoint – what is the easiest way to find the Firm's PowerPoint masters?

Answer

Category 5 answer for 20 points

In WORD go to the LG Forms tab, choose one of the Power Point Masters, and it opens up in PowerPoint.

Question

Category 5 question for 30 points

PowerPoint – what is the easiest way to print JUST the notes for a Power Point presentation?

Answer

Category 5 answer for 30 points

File, Print, choose Full Page, slides, and then choose the Notes Page

Question

Category 5 question for 40 points

Excel – when printing Excel spreadsheets, what is an important place to go in order to change options the easiest?

Answer

Category 5 answer for 40 points

Go to the Page Setup tab (ribbon) in Excel, click on the Dialog box, and then go through each tab’s options

Question

Category 5 question for 50 points

You are on Slide 10 of your PowerPoint… it’s time to start your Presentation – what’s a QUICK Keystroke to start your presentation at the beginning?

Answer

Category 5 answer for 50 points

F5