

Take the Admin Survivor Challenge!



Do you think you've acquired enough wisdom to make it through all 10 of these questions without a single slipup?

1. Which of these is NOT the title of a classic bestselling book on improving your career?

- a. *7 Habits of Highly Effective People*
- b. *What Color is Your Parachute?*
- c. *Goodnight, Moon*
- d. *The Power of Positive Thinking*
- e. *Résumés That Knock 'em Dead*

2. Which is the biggest number?

- a. The number of people attacked by sharks in America each year
- b. The number of pieces of copier paper the average office worker uses each year
- c. The number of football games played in the NFL each year
- d. The number of years that have passed since the signing of the Declaration of Independence

3. According to a CareerBuilder survey, 37% of employees have dated a co-worker. How often did it lead to the officemates actually getting married?

- a. 2%
- b. 14%
- c. 30%

4. The Confidence Center suggests using a simple four-word phrase to stop a workplace disagreement respectfully. What is it?

- a. "That's not my job."
- b. "Your way's always best."
- c. "You might be right."

d. "Let's have some pizza!"

5. Which one of these is NOT a feature or function in Excel?

- a. FlashFill
- b. AGGREGATE
- c. Slicers
- d. Spurn
- e. IFERROR

6. Which of these sentences is NOT grammatically correct?

- a. We hope fewer people will call out sick next year.
- b. This new app complements our product.
- c. We'll discuss this further tomorrow.
- d. Between you and I, I really hate this new filing system.
- e. We will soon reach the end of the quiz.

7. What is the law that might obligate your employer to grant you an accommodation if you were to come down with a serious case of carpal tunnel syndrome that made it difficult to perform your job?

- a. YODA
- b. COBRA
- c. ADA
- d. NSFW
- e. GINA

8. Research published in the *Journal of Experimental Psychology* suggested having _____ in workspaces contributes to happiness.

- a. Cable TV
- b. A chicken
- c. A large supply of Post-It notes
- d. Live foliage

9. The result of a study in *Psychological Science* suggested that the best time to ask your boss for a raise is:

- a. An hour before you go on vacation
- b. Early in the day, toward the end of the week
- c. Christmas Day
- d. Immediately after a co-worker is turned down for a raise

10. All but one of the words below should be capitalized because they're actually proper nouns. Which one is fine as is?

- a. jacuzzi
- b. chapstick
- c. thermos
- d. styrofoam
- e. typewriter
- f. popsicle
- g. frisbee

Answers: 1) c 2) b 3) c 4) c 5) d 6) d 7) c 8) d 9) b 10) e