Office Olympics: Trivia Edition

Use this key to check answers and read the explanations.

1. What does the 'PDF' in a PDF document stand for?
   - A. Portable Document Format
   - B. Printed Data File
   - C. Public Digital Folder
   - D. Personal Document Form

   Correct answer: A. Portable Document Format
   PDF is designed to preserve document presentation across systems.

2. Which word can follow both 'paper' and 'hair' to name an everyday object?
   - A. Screen
   - B. Desk
   - C. Clip
   - D. Folder

   Correct answer: C. Clip
   Paperclip and hair clip are both familiar objects.

3. A keyboard shortcut described as 'undo' usually does what?
   - A. Permanently deletes the entire file
   - B. Reverses the most recent supported action
   - C. Sends the document
   - D. Restarts the computer

   Correct answer: B. Reverses the most recent supported action
   Undo reverses an action when the application supports doing so.

4. Tokyo is the capital of which country?
   - A. Vietnam
   - B. South Korea
   - C. Thailand
   - D. Japan

   Correct answer: D. Japan
   Japan's capital is Tokyo; Seoul, Bangkok and Hanoi belong to the other listed countries.

5. A magnet will most reliably attract a paperclip made from which material?
   A. Aluminum
   B. Steel
   C. Copper
   D. Plastic
   Correct answer: B. Steel
   Ordinary steel contains iron and is usually strongly attracted to a magnet.

6. A column contains 12, 18 and 30. What is their arithmetic mean?
   A. 20
   B. 18
   C. 24
   D. 30
   Correct answer: A. 20
   The sum is 60; dividing by three gives 20.

7. Post-it Notes rely on an adhesive notable for being what?
   A. Permanently welded
   B. Electrically conductive
   C. Heat-proof at all temperatures
   D. Repositionable
   Correct answer: D. Repositionable
   Their low-tack adhesive allows notes to be moved and stuck again.

8. Which is the correct plural of 'criterion'?
   A. Criterias
   B. Criterions only
   C. Criteria
   D. Criterium
   Correct answer: C. Criteria
   Criterion is singular; criteria is its standard plural.

9. A 45-minute meeting starts at 10:35 a.m. When does it end?
   A. 11:20 a.m.
   B. 11:10 a.m.
   C. 11:15 a.m.
   D. 11:25 a.m.
   Correct answer: A. 11:20 a.m.
   Twenty-five minutes reaches 11:00; twenty more reaches 11:20.

10. What is an acronym, rather than an abbreviation pronounced letter by letter?

A. ATM
B. BBC
C. USB
D. NASA

Correct answer: D. NASA
NASA is normally pronounced as a word; the others are usually spoken as individual letters.

11. A $100 item is discounted 20%, then its new price rises 20%. What is the final price?

A. $104
B. $100
C. $96
D. $120

Correct answer: C. $96
The discount gives $80; increasing $80 by 20% gives $96.

12. The original computer mouse developed by Douglas Engelbart's team had a casing made chiefly of what?

A. Glass
B. Wood
C. Rubber
D. Ceramic

Correct answer: B. Wood
The early prototype used a wooden shell and two perpendicular tracking wheels.

13. Every report in the blue folder is approved. This report is not approved. What follows?

A. Every other report is approved
B. It is in the blue folder
C. No reports have been approved
D. It is not in the blue folder

Correct answer: D. It is not in the blue folder
The contrapositive is valid: an unapproved report cannot belong to a folder containing only approved reports.

14. One printer makes 12 pages per minute and another makes 8. Working together at constant rates, how long for 100 pages?

A. 5 minutes
B. 4 minutes
C. 6 minutes
D. 10 minutes

Correct answer: A. 5 minutes
Their combined rate is 20 pages per minute, so 100 pages takes five minutes.

15. Eight colleagues each shake hands once with every other colleague, except one pair who skip their handshake. How many handshakes occur?

A. 55
B. 28
C. 27
D. 26

Correct answer: C. 27
Eight people form 8 × 7 ÷ 2 = 28 unique pairs. Subtract the one skipped handshake to get 27.