Office Olympics: Trivia Edition

Choose one answer per question. Circle A, B, C, or D.

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

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

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

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

5. A magnet will most reliably attract a paperclip made from which material?
   A. Aluminum
   B. Steel
   C. Copper
   D. Plastic

6. A column contains 12, 18 and 30. What is their arithmetic mean?
   A. 20
   B. 18
   C. 24
   D. 30

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

8. Which is the correct plural of 'criterion'?
   A. Criterias
   B. Criterions only
   C. Criteria
   D. Criterium

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.

10. What is an acronym, rather than an abbreviation pronounced letter by letter?
   A. ATM
   B. BBC
   C. USB
   D. NASA

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

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

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

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

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