**Section 1**

1. What is Asana primarily used for?
2. Email communication.
3. **Project management and collaboration.**
4. Social media marketing.
5. Graphic design.
6. Who can use Asana?
7. Project Managers only.
8. Individuals for personal use only.
9. **Teams and organizations.**
10. Students only.

**Section 2:**

1. What happens when you sign into Asana using your work email?
2. **An organization is automatically created for you.**
3. You cannot create teams.
4. You skip the hierarchy and directly access projects.
5. Tasks cannot be assigned or edited.
6. In the Asana hierarchy for a corporate structure, what comes after organizations?
7. Workspaces
8. Projects
9. **Teams**
10. Tasks
11. What option is available for signing up with a personal email in Asana?
12. Creating an organization.
13. Joining existing teams.
14. Skipping the hierarchy.
15. **No workspace creation.**
16. What is the consequence of deleting a project in Asana?
17. You cannot create a new project with the same name.
18. **The project is permanently deleted.**
19. A new project is created.
20. The project is archived.

**Section 3:**

1. What is the purpose of sections in Asana's task list creation?
2. To delete tasks.
3. To add subtasks.
4. **To structure projects with different stages.**
5. To change the view to board mode.
6. What is the benefit of using board view in Asana?
7. It adds tasks automatically.
8. **It helps rearrange tasks and visualize projects more intuitively.**
9. It saves the project as a new template.
10. It provides an overview of the project timeline.
11. What option/s are available when you right-click on a task in Asana?
12. Delete the task only.
13. **View the task details, duplicate the task, etc.**
14. Add subtasks and assign the task.
15. Move the task to another section or project.
16. What feature allows you to break down larger tasks into smaller steps in Asana?
17. Subsections
18. Milestones
19. **Subtasks**
20. Mini tasks

**Section 4:**

1. How can you add a comment to a specific task in Asana?
2. Click on the task and select "Add Comment".
3. Mention someone in the task description box.
4. Use the shortcut key Ctrl + C.
5. **Open the details pane, type in the comment box, and click “Comment”.**
6. What functionality in Asana enables you to ensure certain tasks are completed before others?
7. Adding subtasks.
8. Utilizing boards.
9. **Setting task dependencies.**
10. Using assignees and due dates.
11. How can you mark a task as complete in Asana?
12. Click on the task name.
13. Use the shortcut key Ctrl + M.
14. **Click on the “Mark Complete” button.**
15. Drag the task to the completed section.
16. What does the hourglass icon indicate in Asana?
17. A completed task.
18. **Task dependency.**
19. Task priority.
20. Task deadline.
21. What option appears when you click on the ellipsis menu (...) in Asana tasks?
22. Add tags.
23. Duplicate task.
24. Delete task.
25. **All of the above.**