



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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Graded Quiz: Test your Project understanding

LATEST SUBMISSION GRADE

100%

1. When creating your account you can customize a(n) _____ to personalize your profile.

1 / 1 point

- ☒ avatar
- ☐ profile picture
- ☐ thumbnail photo
- ☐ caricature

✓ **Correct**

Correct! When creating an account with ClickUp, you are able to customize your avatar to personalize your account. This avatar will appear when you are working in the ClickUp application to let others know what tasks have been assigned to each team member.

2. If you do not want to start your ClickUp Workspace from scratch, you may choose a _____ from the ClickUp program.

1 / 1 point

- ☐ layout
- ☐ program
- ☐ set
- ☒ template

✓ **Correct**

You got it! If you do not want to start your ClickUp Workspace from scratch, you can select a template from the ClickUp program. There are a wide variety of templates to choose from, making it easy to find one to meet your needs.

3. Which of the following properly lists the organizational structure of ClickUp, beginning with the widest umbrella item and ending with the smallest, most specific item?

1 / 1 point

- ☐ Space - List - Folder - Task
- ☐ List - Folder - Space - Task
- ☐ Workspace - List - Task
- ☒ Space - Folder - List - Task

✓ **Correct**

Nice work! You are correct - Space is the largest umbrella item, followed by folders, then lists. Finally, each list is broken down into tasks which are the smallest, most specific item.

4. Which of the following is **not** a view option in ClickUp?

1 / 1 point

- ☒ Outline
- ☐ Board
- ☐ List
- ☐ Schedule

✓ **Correct**

Awesome job! Outline is not a view option in ClickUp. However, you are able to view your workspace by list, board, and schedule.

5. How can you change the status of a task? Select all that apply.

1 / 1 point

- ☐ Click on the flag icon next to the task to change the flag color which will change the status of the task.
- ☒ Click on the current status box in the status column and click the new status from the dropdown.

✓ **Correct**

Correct! One way to change the status of a task is to find the current status in the status column and select a new status from the dropdown.

- ☒ Click on the colored square to the left of the task name and select a new status from the dropdown.

✓ **Correct**

Correct! One way to change the status of a task is to click on the colored square to the left of the task and select a new status from the dropdown menu.

- ☐ Click on the "Assignee" icon to assign a new status to the task.

6. When using the backslash (/) to add an action item, what do the red letters in the drop down signify?

1 / 1 point

- ☐ The name of the folder where you are adding the action
- ☐ The current task status
- ☐ The code needed to link the action to the task
- ☒ Key strokes you can use to add the item

✓ **Correct**

Nice job! When using the backslash (/) to add an action item, the red lettering that appears in the drop down menu are the keyboard strokes you can use to add the action item without leaving your keyboard.

7. In order to add a new folder or list to a workspace click on _____.

1 / 1 point

- ☒ the plus sign (+) next to the workspace name
- ☐ the three dots next to the workspace
- ☐ the drop down arrow to the left of the workspace name
- ☐ the workspace name

✓ **Correct**

Correct! In order to add a new folder or list to a workspace, simply click on the plus sign next to the workspace name and select either "new folder" or "new list" from the dropdown.

8. How do you add subtasks to your tasks? Select all that apply.

1 / 1 point

- ☒ Click on the subtask icon next to the task name

✓ **Correct**

Awesome job! One way to add a subtask is to click on the subtask icon next to the task name.

- ☒ Click on the task and add subtasks on the task details page

✓ **Correct**

Awesome job! One way to add a subtask is to click on the task and enter in the subtask(s) on the task details page.

- ☐ Right click on a task and click "add subtask" from the dropdown

- ☐ Click on the plus sign (+) next to the task in the navigation bar

9. In the bottom right corner of your workspace, there is a rainbow colored plus sign (+). When you scroll over it,

1 / 1 point

what options are you able to add? Select all that apply.

☒ Task

✓ **Correct**

You got it! You are able to add a task by scrolling over the rainbow plus sign and clicking on "Task" or typing "t" on your keyboard.

☐ Status

☐ Subtask

☒ Note

✓ **Correct**

You got it! You are able to add a note by scrolling over the rainbow plus sign and clicking on "Notepad" or typing "p" on your keyboard.

☒ Reminder

✓ **Correct**

You got it! You are able to add a reminder by scrolling over the rainbow plus sign and clicking on "Reminder" or typing "r" on your keyboard.

10. A _____ is a new feature that allows you to share and record your screen and audio.

1 / 1 point

☒ clip

☐ recording

☐ bit

☐ screen share

✓ **Correct**

Nice work! A clip is a new feature which allows you to share your screen and record it while also recording audio. You can then create a task with the clip or embed the clip link within a current task.