

## Quiz Hints

(Featuring Common Quiz Confusions)

The quizzes in the VA Bootcamp may be tricky and require 100% to pass, but they're completely "**Open Notes.**" Feel free to go back to the video lessons for any confusions or check google, if you must.

The only thing you must NOT do is ask or copy answers from your classmates.

*(If you do, you're only cheating yourself of real progress.)*

When you start working with clients, you will find yourself in challenging situations wherein **comprehension** and **research** abilities would be extremely useful.

Those skills are what we're helping you practice through our quizzes.

Therefore, read and understand the questions carefully. They are not what they seem. 😊

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### 2.9 Email Management:

Easy. No notable common mistakes. You can review the lessons and give this quiz one more try.

If you've scored at least 70% and can't figure out what's wrong, feel free to post in our [Quiz Help](#) thread so we can let you know which part you missed.

### 3.9 Office Applications:

- Which keyboard shortcut finds and replaces text?

*(Hint: You're looking for the "find and replace" shortcut key. That's different from the "find" key.)*

- Most clients use cloud-based file storage to store or share files. Which of the following are cloud storage providers?

*(Hint: This has 3 correct answers)*

- Which Google Sheets function computes the average of numbers in a data set?

*(Hint: You're looking for a FUNCTION, not a formula.)*

#### **4.9 Schedule Management:**

- Which of the following describe the functions of Google Calendar?

*(Hint: 2 correct answers)*

#### **5.9 Internet Research**

- A client wants you to find the e-mail address of Maria Gomez, an employee of Pepsi.com. Using <https://hunter.io/>, we find that her email is \_\_\_\_\_. *[Remember when we use hunter.io?*

*We use hunter.io if you need to find an email address and you only know a person's complete name and where he/she works.*

*Okay, if you don't remember that, go back and watch Lesson 5.3, from 3:46.]*

hubspot.com or [techcrunch.com](https://techcrunch.com).'" data-bbox="93 592 918 866"/>



If you're still confused, here are the steps:

1. Find Maria's company's domain name.
2. Type it in hunter.io's search bar and click on 'Find Email Addresses.' (NO, you don't need to register an account.)
3. The result will give you an email format.
4. Follow the email format, applying it to Maria's name.
5. That's it. No further actions needed. You just found Maria's email address.

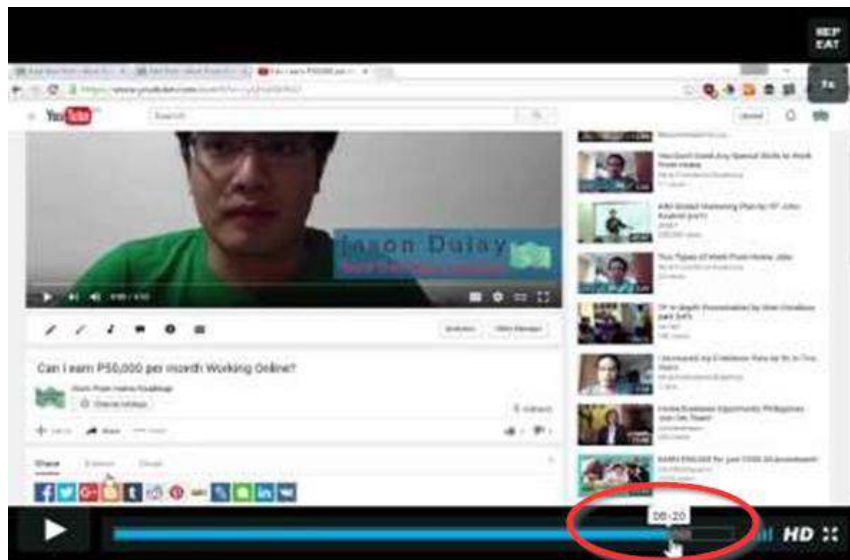
**Still lost?** Check the company domain name. You might be using the incorrect domain name. (The domain name is **NOT** pepsi.com.)

**Got it?** If not, go back and watch Lesson 5.3, from 3:46, for the demo.

### 6.9 WordPress

- Your client wants to embed this video on his website. Paste the first word of the HTML code (without any special characters) here: \_\_\_\_\_

(Hint: Watch Lesson 6.3, (08:20) again to review how to embed a video on a site.)



**[REMEMBER: You only need to paste the FIRST WORD of the embed code.**

**And nope, no special characters.]**

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### 7.9 Social Media Management

- Which of the following are your roles as a Social Media Manager?

*[Hint: There are 3 correct answers. The goal of this question is to make sure that you understand the role of a Social Media Manager, as compared to Social Media Marketer/Strategist.*

*If you don't, you're at risk of getting hired to do Social Media Marketing at a Social Media Manager's rate. **Marketing is more advanced and requires research and analytics.***

*Social Media Management involves simpler and basic tasks.*

*Go back to Lesson 7.0, (01:12) for a refresher on their differences.]*



Got questions that are not covered here, feel free to post in our [Quiz Help](#) thread. Take note to post in the right thread so that your question can easily be seen.

Also, please understand that most of your classmates, (even the Admins), are freelancers who have tasks to complete or deadlines to meet. They might not be able to respond right away but will try to do so whenever they can. Please refrain from flooding the thread or their PM's. 😊

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