Test Your Knowledge - Organizing

- 1. How do you locate the Workarea after logging in?
 - a. By clicking link above the Log Out button on the login page.
 - b. By choosing the "Workarea" option within a Silver Bullet dropdown menu.
 - c. Both A&B.
 - d. None of the above.
- 2. To create a new folder in the Workarea, click on the folder you are responsible for, go to the New menu and then choose
 - a. Menu
 - b. Folder
 - c. HTML Content
 - d. DMS Content
- 3. The Folders section of the Workarea is the area where...
 - a. menus are listed.
 - b. documents and photos are organized.
 - c. webpages and other sub-folders are located.
 - d. CMS users can make changes to their webpages.
- 4. Which of these sections within the WorkArea contains the folder you need to navigate to when creating a new webpage?
 - a. Menus
 - b. Folders
 - c. Collections
 - d. Taxonomies
- 5. Within the WorkArea, web pages are also known as
 - a. a blog
 - b. Managed Asset
 - c. a discussion board
 - d. HTML Content (or Page Layout)
- To create a new web page, the best course of action is to navigate to the folder of your choice, hover your mouse over the "New" menu, and then choose
 - a. Menu
 - b. Folder
 - c. DMS document
 - d. HTML Content (or Page Layout)
- 7. Which of these is the menu on this page?
 - a. The list of links on the lefthand side of the page.

- b. The banner on the top of the page.
- c. The header at the top of the content.
- d. The content itself.

8. What is a menu?

- a. Hyperlinks that lead to pages outside of the website.
- b. Hyperlinks that lead to other pages within the website.
- c. Hyperlinks that open up documents such as a Word document or PDF.
- d. All of the above.

9. To edit a menu, you can

- a. double click the menu on any web page and start editing
- b. click the "Edit menu" link at the bottom of the menu on the live webpage
- c. navigate to a folder in the Workarea and choose "Menu" in the "View" menu
- d. navigate to the "Menus" section in the Workarea and find your department's menu

Answer key:

- 1. C
- 2. B
- 3. C
- 4. B
- 5. D
- 6. D
- 7. A
- 8. D
- 9. D