

How to Structure a Process! Webinar Quiz ¹

1. What should you do if your Shape is longer than three lines?

- a. Left-Align the text
- b. Center the text
- c. Right-Align the text

2. Images can be easily added with the drag/drop option from websites.

True or False

3. Please order the steps of how to build a sub flow correctly:

- a. Select "a new flow"
- b. Choose shape
- c. Hit the Link tab on the top right
- d. Click "Add"
- e. Type in title of sub-flow

4. What Icon do you select to create a hyperlink?

- a. "Chain"
- b. "Link"
- c. "Pop Up"
- d. "Hyperlink"

5. The "Critical" Shape used to warn user about an important step in the process.

True or False

¹ Responses: 1) A 2) False 3) B,C,A,E and D 4) A 5) True