# GSuite.VCEplus.premium.exam.48q

<u>Number</u>: GSuite <u>Passing Score</u>: 800 <u>Time Limit</u>: 120 min <u>File Version</u>: 1.0



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## **G** Suite Certification





#### Exam A

## **QUESTION 1**

In a Google Hangouts video call, your customer asks if there are any summer discounts. You want to show them a draft document without giving them direct access to the Google Docs document. What should you do? (Choose two.)

A. From your Gmail inbox, send your customer an attachment of the summer discount flyer

B. From Google Drive, add the customer as a collaborator to the folder with the summer discount flyer document

C. From the Google Hangouts video call, present only the window with the summer discount flyer

D. From Google Docs, add the customer as a collaborator to the summer discount flyer documentE. From the Google Hangouts video call, present your entire screen

Correct Answer: AB Section: (none) Explanation

#### **Explanation/Reference:**

Reference: https://zapier.com/blog/google-hangouts-video-calls-guide/

QUESTION 2 You want to link to your Google Slides presentation from the company's website. The web developer has asked you to provide a hyperlink that will start the slideshow as soon as the user clicks the link. What should you do?

- A. Click Insert and then click Link
- B. Click File, click Download as, and then click Microsoft PowerPoint (.pptx)
- C. Click Share and then click Get shareable link
- D. Click File, click Publish to the web, click Link, and then click Publish

Correct Answer: C
Section: (none)
Explanation

#### **Explanation/Reference:**

Reference: https://business.tutsplus.com/tutorials/embed-google-slides-presentations-online--cms-2950

#### **QUESTION 3**

Your Team Drive has over 7,000 images and PDF files. For a meeting you have in 10 minutes, your manager asks you for all the JPG and PDF marketing flyer files the company has created. You need to find these files before your meeting. What should you do?

- A. Search www.google.com for marketing flyer JPG OR PDF
- B. Type marketing flyer JPG OR PDF in the Drive search bar
- C. Search the bookmarks in your Google Chrome browser
- D. Sort all the files in "Team Drive" alphabetically

## Correct Answer: B Section: (none) Explanation

### Explanation/Reference:

Reference: https://gsuitetips.com/tips/drive/advanced-searches-on-google-drive/

#### **QUESTION 4**

You received an email request that you want to respond to next week. For you to remember about this request, you need to have this email on top of your inbox next Monday at 9:30 AM. What should you do?

A. Click **Snooze** in the email options. Then select to snooze the email until 9:30 AM next Monday.

- B. Mark the email as Important. Create a calendar event for 9:30 AM next Monday. Then add the email's URL to the calendar event.
- C. Add the email to Tasks. Then edit the task to have a due date of 9:30 AM next Monday.
- D. Create a calendar event for 9:30 AM next Monday, and add an email notification to be sent to your inbox.

Correct Answer: A





#### Section: (none) Explanation

#### **Explanation/Reference:**

Reference: https://support.google.com/a/users/answer/9260550#2.6

## **QUESTION 5**

You want to send login instructions, such as URL, username, and password, to a new external user. You want to email to be automatically deleted from the user's inbox in two days. What should you do?

A. Call the user and provide them with login instructions over the phone

- B. Email the user and ask them to delete the email in two days
- C. Send the URL and username in one email, and send the temporary password in anotherD. Create the email in confidential mode. Set the email to expire in two days

Correct Answer: D Section: (none) Explanation

#### Explanation/Reference:

Reference: https://support.google.com/a/users/answer/9381514?hl=en

#### **QUESTION 6**

A new customer asks you to send a Google Docs document to them as a Microsoft Word document. From the File menu of your Google Docs document, what action should you take?

- A. Click Email as attachment, and then select Microsoft Word (.docx)
- B. Click Download as, click Plain Text (.txt), and send them an email with this file attached
- C. Click Share, enter the customer's email address, and share the document
- D. Click Make a Copy. Rename the document with a .docx extension, save it to "My Drive" and share the document with them

#### Correct Answer: B Section: (none)

Explanation

## Explanation/Reference:

Reference: https://www.maketecheasier.com/convert-google-docs-to-word/

## **QUESTION 7**

You need to find an audio file on Google Drive that your manager shared with you recently. You know that the type of file you are looking for is audio, and the owner of the file is lisa@kelvincars.com. What should you do to quickly find the file on Google Drive?

- A. Click on the dropdown menu in the search bar of Google Drive, select audio as the typo of file, select owned by me as owner, and then click Search.
- B. Click on the dropdown menu in the search bar of Google Drive, select audio as the type of file, enter lisa@kelvincars.com as owner, and then click Search.
- C. In the search bar of Google Drive, enter type:video owner:me
- D. In the search bar of Google Drive, enter type:video owner:lisa@kelvincars.com

Correct Answer: B Section: (none) Explanation

### Explanation/Reference:

Reference: https://usingtechnologybetter.com/how-to-search-for-google-drive-share-emails-in-gmail/

## **QUESTION 8**

You need to set up a way to easily access a Google Drive folder that your team shared with you. The Team Drive with this shared folder has over 1,000 different folders. What should you do to have quick access to the shared folder?

- A. Create a new folder in **My Drive** on Google Drive. Copy all the files from your team's folder to the new folder
- B. Create a new folder in My Drive on Google Drive. Move your team's folder into this new folder
- C. Find the shared folder on Google Drive. Change the color of the folder to red





D. Find the shared folder in Shared with me on Google Drive. Right-click on the folder, and then click Add to My Drive

Correct Answer: D Section: (none) Explanation

#### **Explanation/Reference:**

Reference: https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en

QUESTION 9 You just started your new job and received an email with a Getting Started manual attached. After a few weeks, you want to remove this email from your Gmail inbox but preserve it for future reference. What should you do?

- A. Mark as not important
- B. Delete the email
- C. Archive the email
- D. Label the email

Correct Answer: C Section: (none) Explanation

**Explanation/Reference:** 

#### **QUESTION 10**

You have a folder saved locally on your laptop. You need to upload the folder to Google Drive. What should you do?

A. In Google Drive, click New, and then click **File Upload**. Select the file you want to upload from your laptop

- B. In Google Drive, click New, and then click Folder. Give a name to the new folder, and then click Create
- C. In Google Drive, navigate to My Drive. Click Upload files and upload the relevant files from your local drive to Google Drive D. In Google Drive, click New, and then click Folder Upload. Select a folder you want to upload, and then click ..com Upload

Correct Answer: A Section: (none) Explanation

#### **Explanation/Reference:**

#### **QUESTION 11**

You want to send an email to your team with a photo in the body of the email. Which steps should you take?

- A. In the body of the email, put the cursor where you want the photo to be. Click **Insert photo** from the email options toolbar. Select the photo and insert it inline.
- B. In the body of the email, put the cursor where you want the photo to be. Click Insert photo from the email options toolbar. Select the photo and insert it as an attachment.
- C. Put the cursor where you want the photo to be. In the email options toolbar, click Insert files using Drive. Choose the photo you want to send. Insert it as an attachment.
- D. Put the cursor where you want the photo to be. In the email options toolbar, click Attach files. Choose the photo you want to send, and add it to the email.

Correct Answer: A Section: (none) Explanation

**Explanation/Reference:** 

**QUESTION 12** 



Your manager is working from a different office today during your regularly scheduled weekly meeting. You want to schedule a Google Hangouts video call to meet virtually. What should you do? A.

Within the existing Google Calendar event for your meeting, update the location to Virtual and click Save

- B. Within the existing Google Calendar event for your meeting, click Add conferencing, select Hangouts and then click Save
- C. Go to Settings, click Add calendar for video calls, and add your meeting to this calendar
- D. On your Google Calendar landing page, create a new event to schedule a new video meeting

Correct Answer: D Section: (none) Explanation

**Explanation/Reference:** Reference: https://support.google.com/a/users/answer/9300131?hl=en

## **QUESTION 13**

You are presenting a Google Slides presentation and need to remind yourself of what to say. You want to see your notes while you are in presenter view. What should you do?

A. In your presentation, on each slide, click Insert, then click Comment, and add your speaking notes

- B. In your presentation, add notes below each slide, where it says Click to add speaker notes
- C. Write your notes in a Google Doc and link to that document in your Google Slides presentation
- D. In your presentation, click Insert, select Text box, and add your notes to a textbox below each slide

Correct Answer: B Section: (none) Explanation

Explanation/Reference: Reference: https://www.bettercloud.com/monitor/the-academy/use-speaker-notes-google-slides/

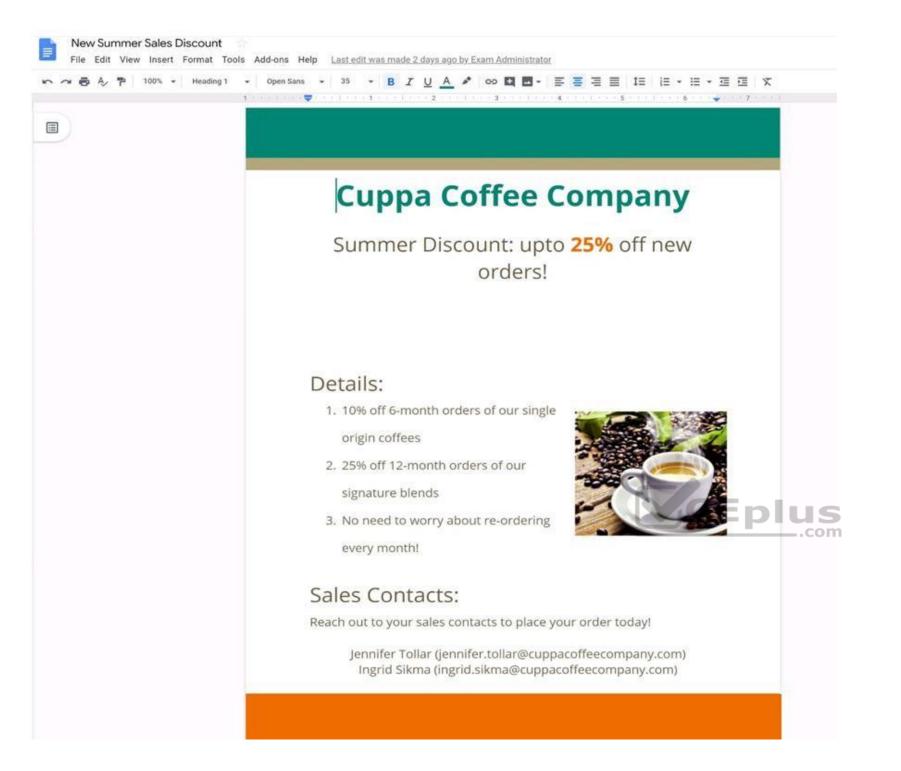


**QUESTION 14 SIMULATION** 

#### Overview

Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.

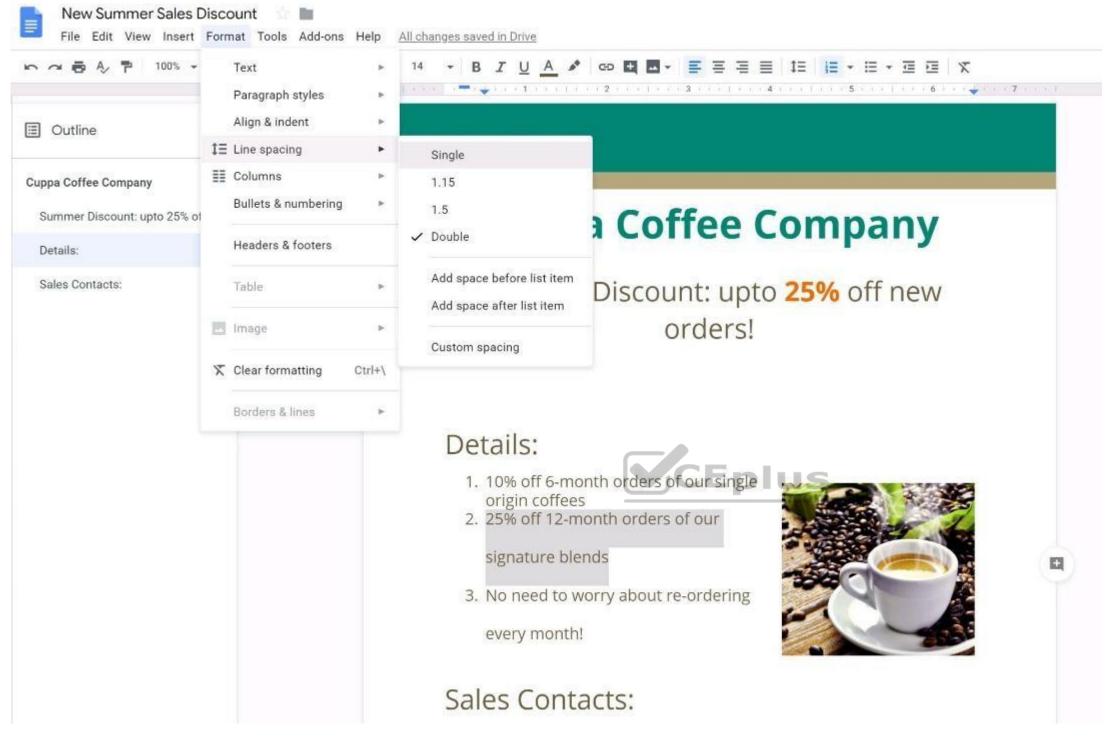




You are editing a document with information on this summer's discounts. Open the New Summer Sales Discount document and change the line spacing in the Details section to single-spaced.

Correct Answer: See explanation below. Section: (none) Explanation



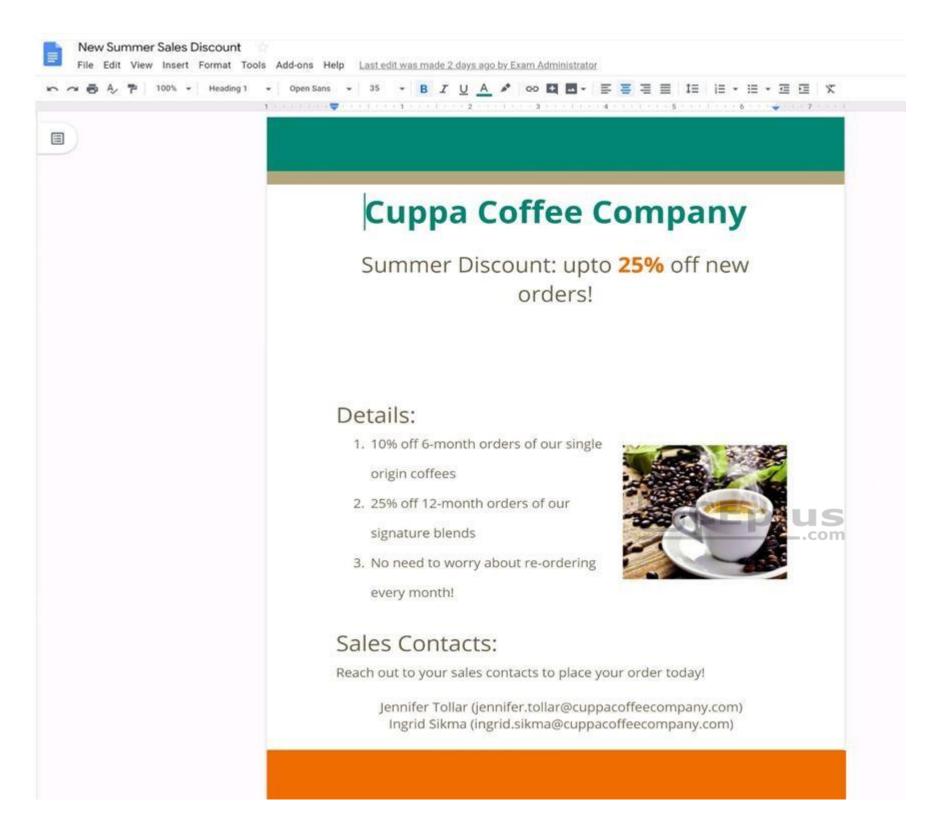


## **QUESTION 15 SIMULATION**

#### Overview

Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.

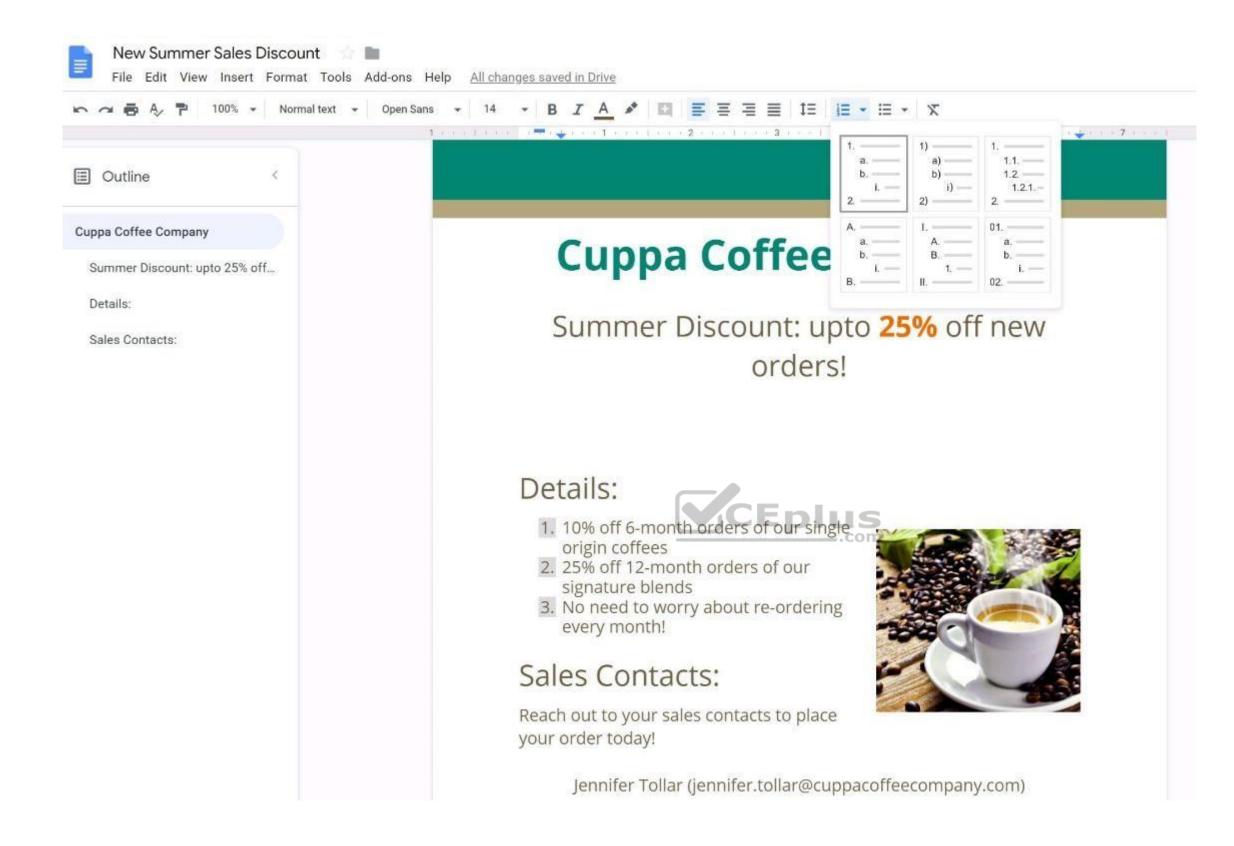




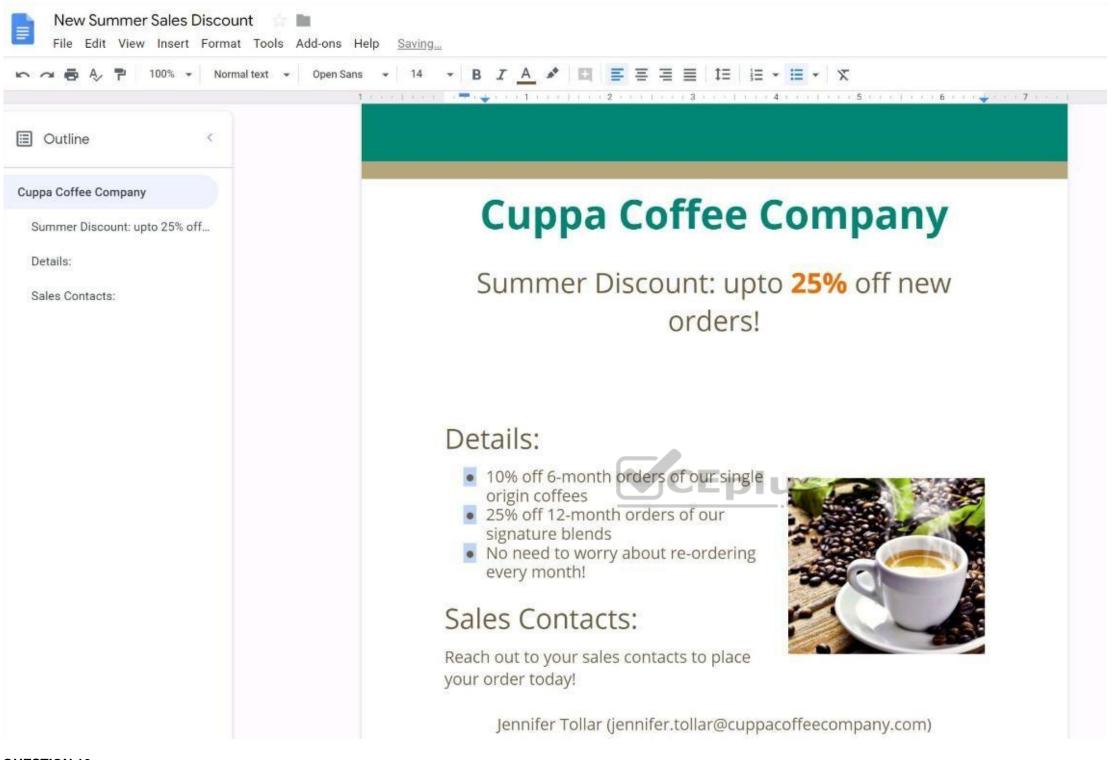
In the New Summer Sales Discount document, go to the Details section and change the numbered list to a bulleted list.

Correct Answer: See explanation below. Section: (none) Explanation







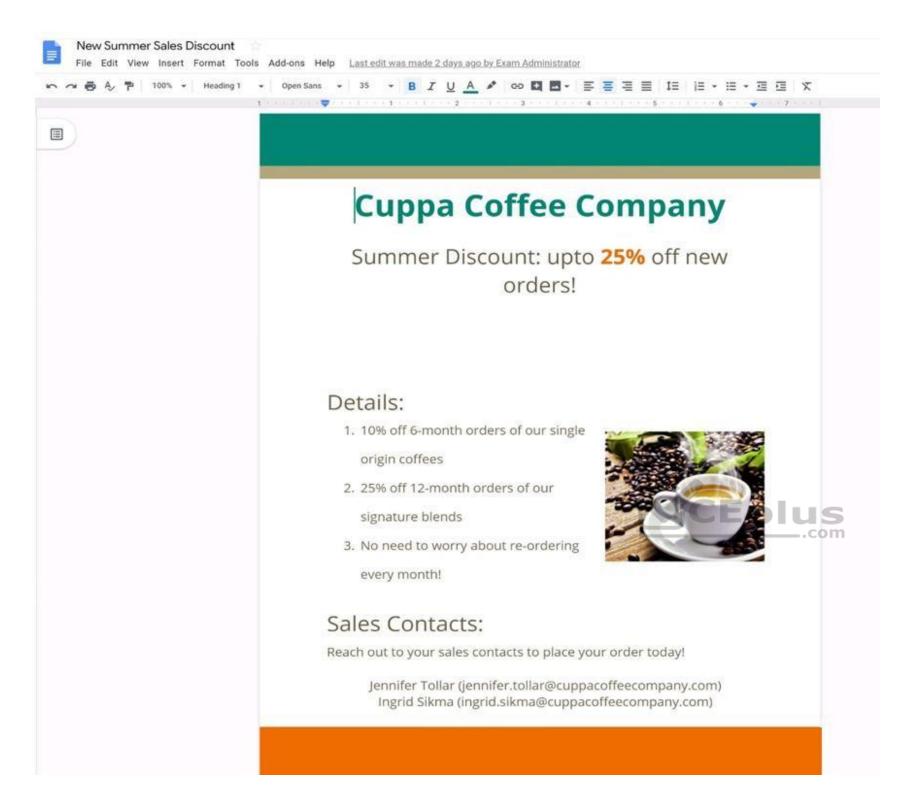


#### QUESTION 16 SIMULATION

## Overview

Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.

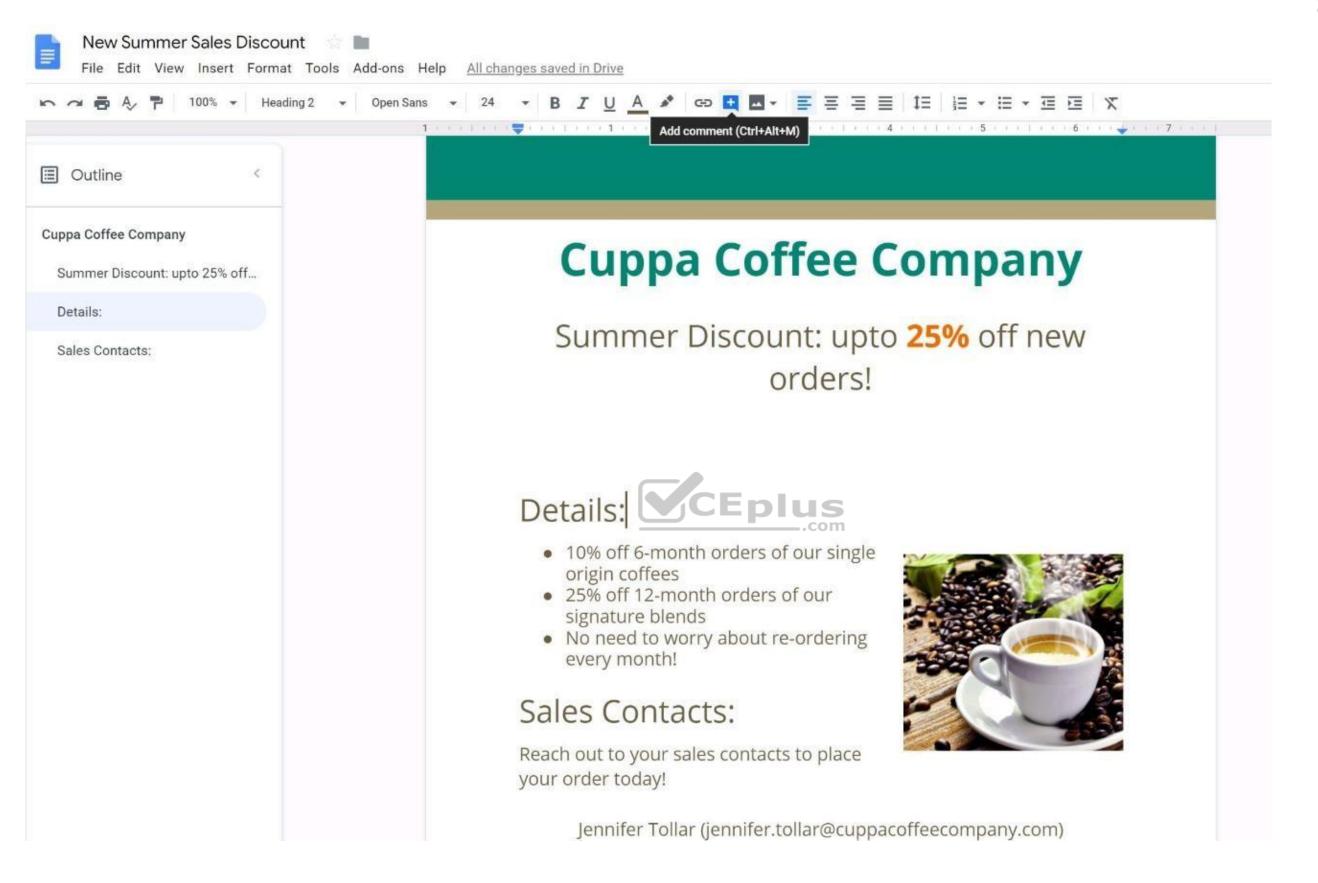




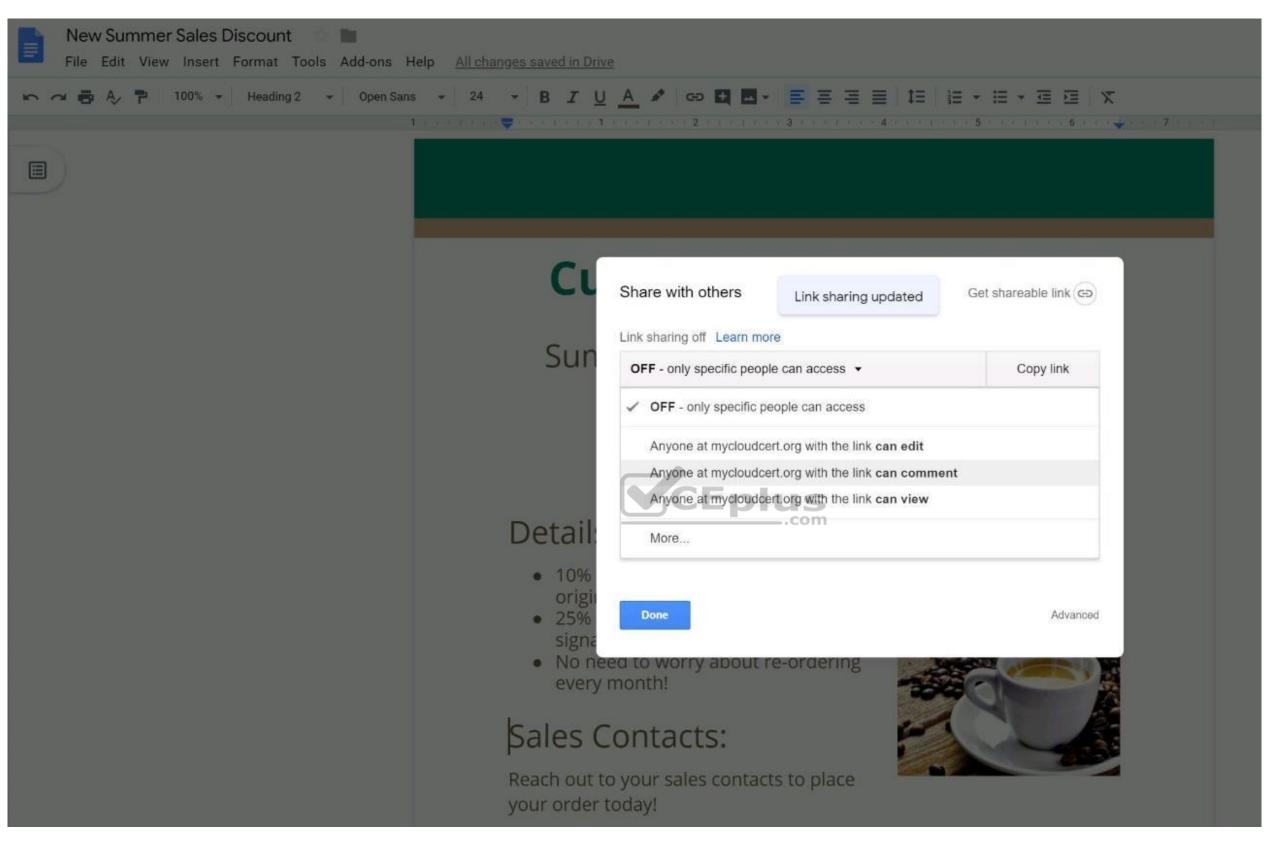
You want to get feedback from two people on your team. In the New Summer Sales Discount document, give comment access to Sunanda Vaideesh and Jennifer Tollar.

Correct Answer: See explanation below. Section: (none) Explanation



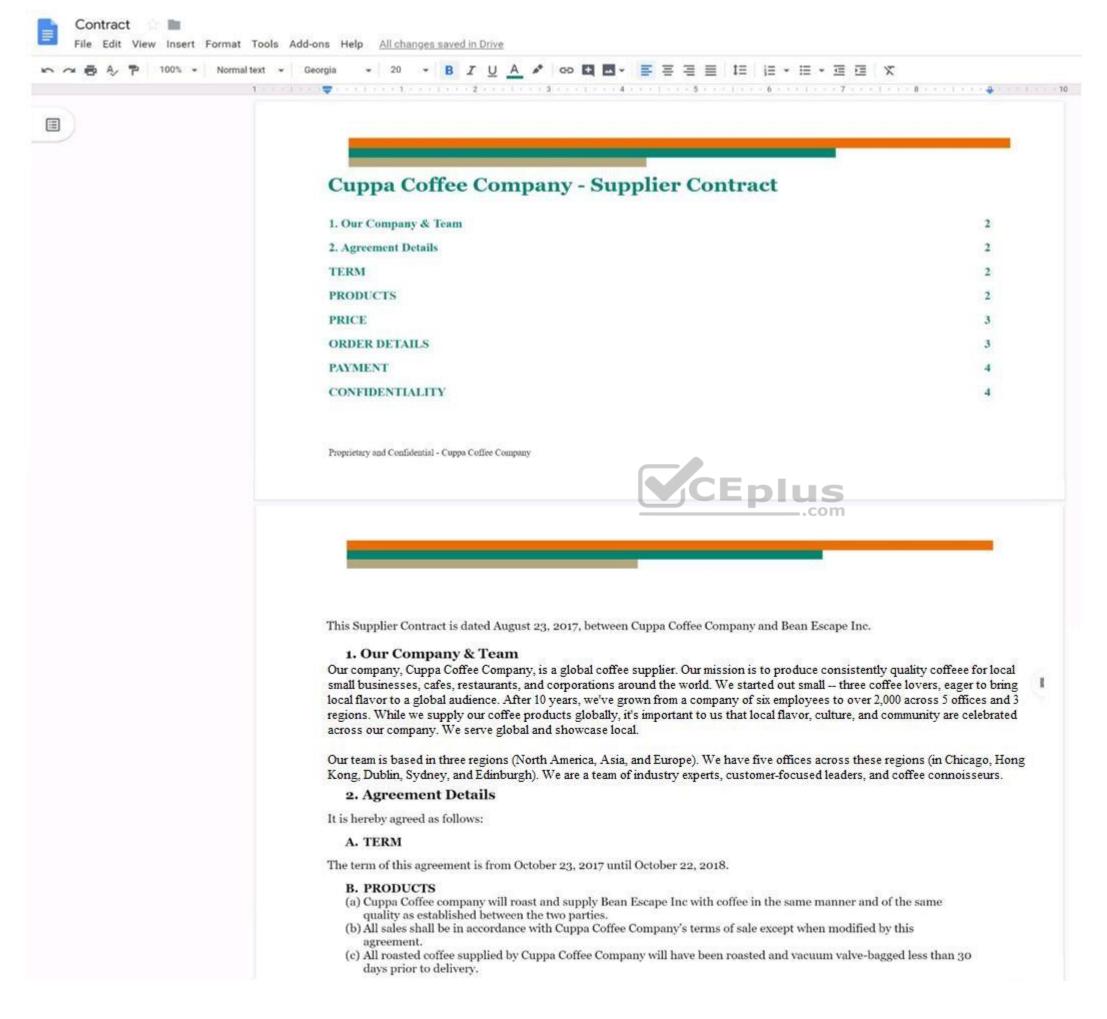




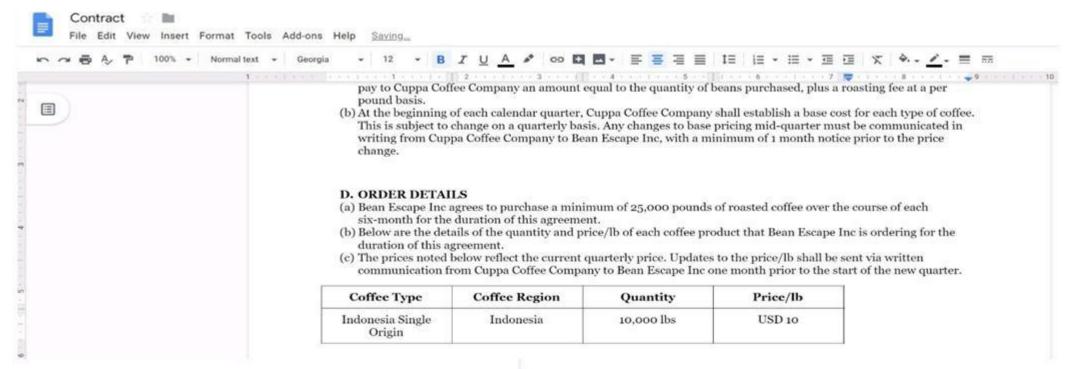


# QUESTION 17 SIMULATION Overview







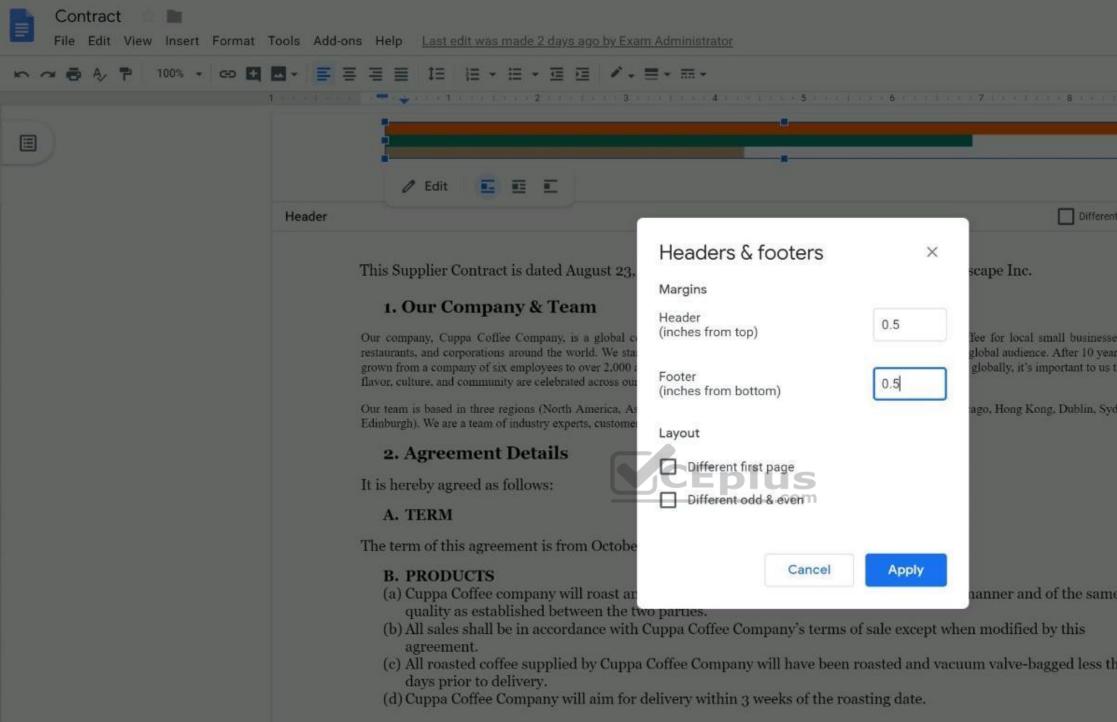


On the **Contract** document, change the top and bottom margins to 0.5 inches.

Correct Answer: See explanation below. Section: (none) Explanation

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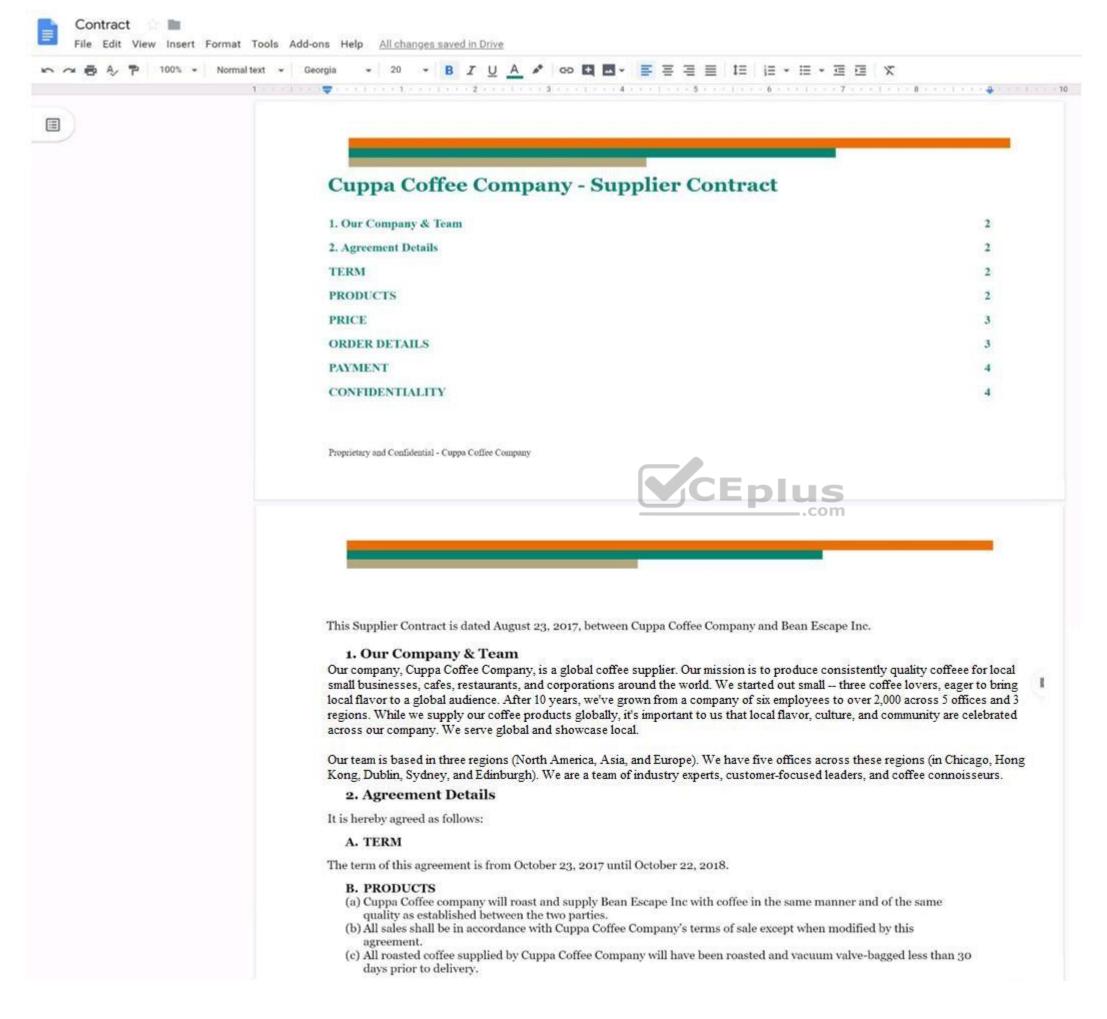
QUESTION 18 SIMULATION Overview



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	Coffee Type	Coffee Region	Quantity	Price/lb	
	Indonesia Single	Indonesia	10,000 lbs	USD 10	

You want to add a table of contents to the **Contract** document that automatically updates when changes are made to the different section headers. Add a table of contents with page numbers to the beginning of the contract documents, directly under the title header Cuppa Coffee Company – Supplier Contract.

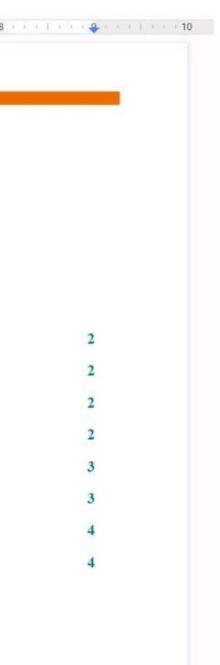
Correct Answer: See explanation below. Section: (none) Explanation

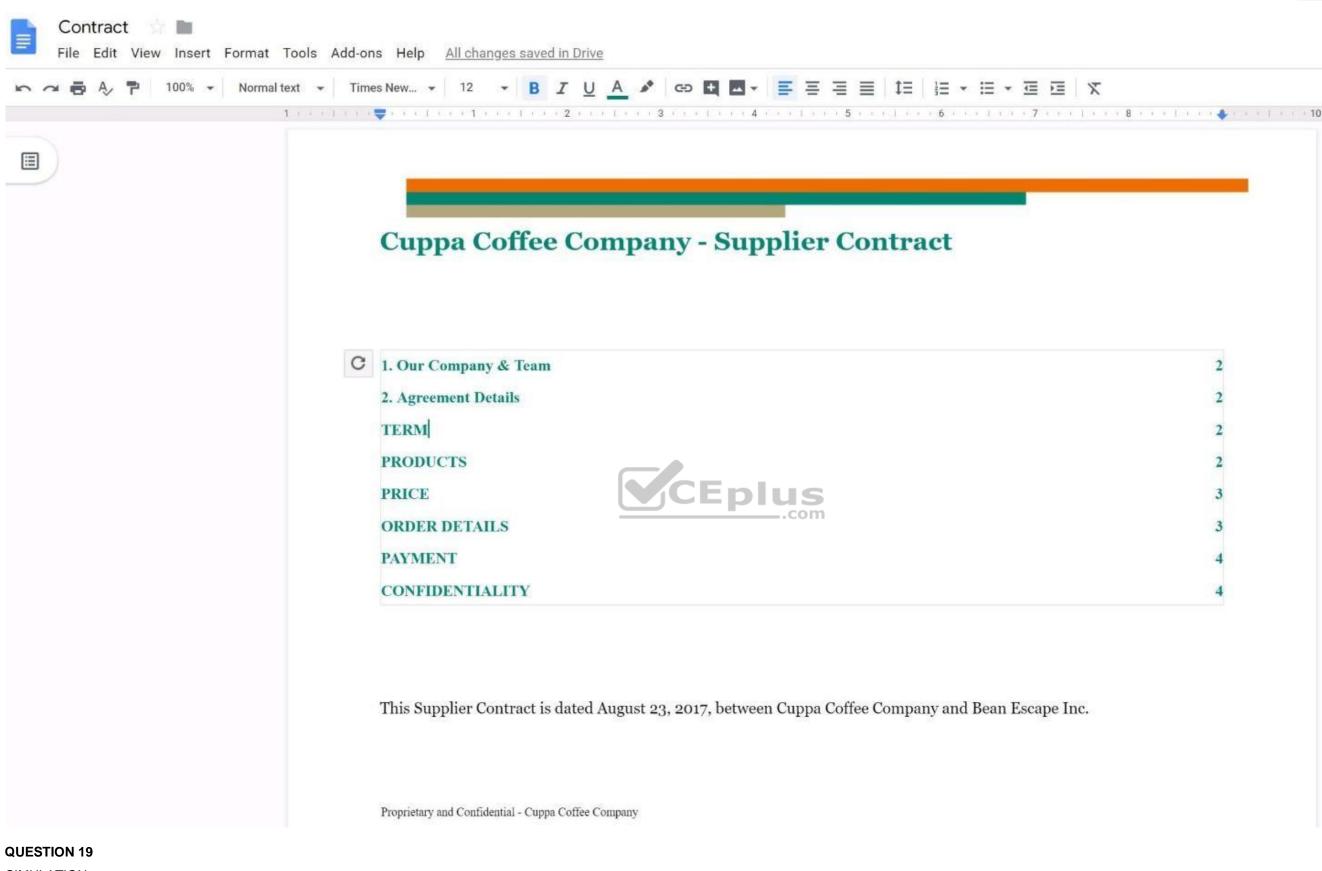




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	<ul> <li>1. Our Company &amp; Team</li> <li>2. Agreement Details</li> <li>TERM</li> <li>PRODUCTS</li> <li>PRICE</li> <li>ORDER DETAILS</li> <li>PAYMENT</li> <li>CONFIDENTIALITY</li> </ul>
	Proprietary and Confidential - Cuppa Coffee Company



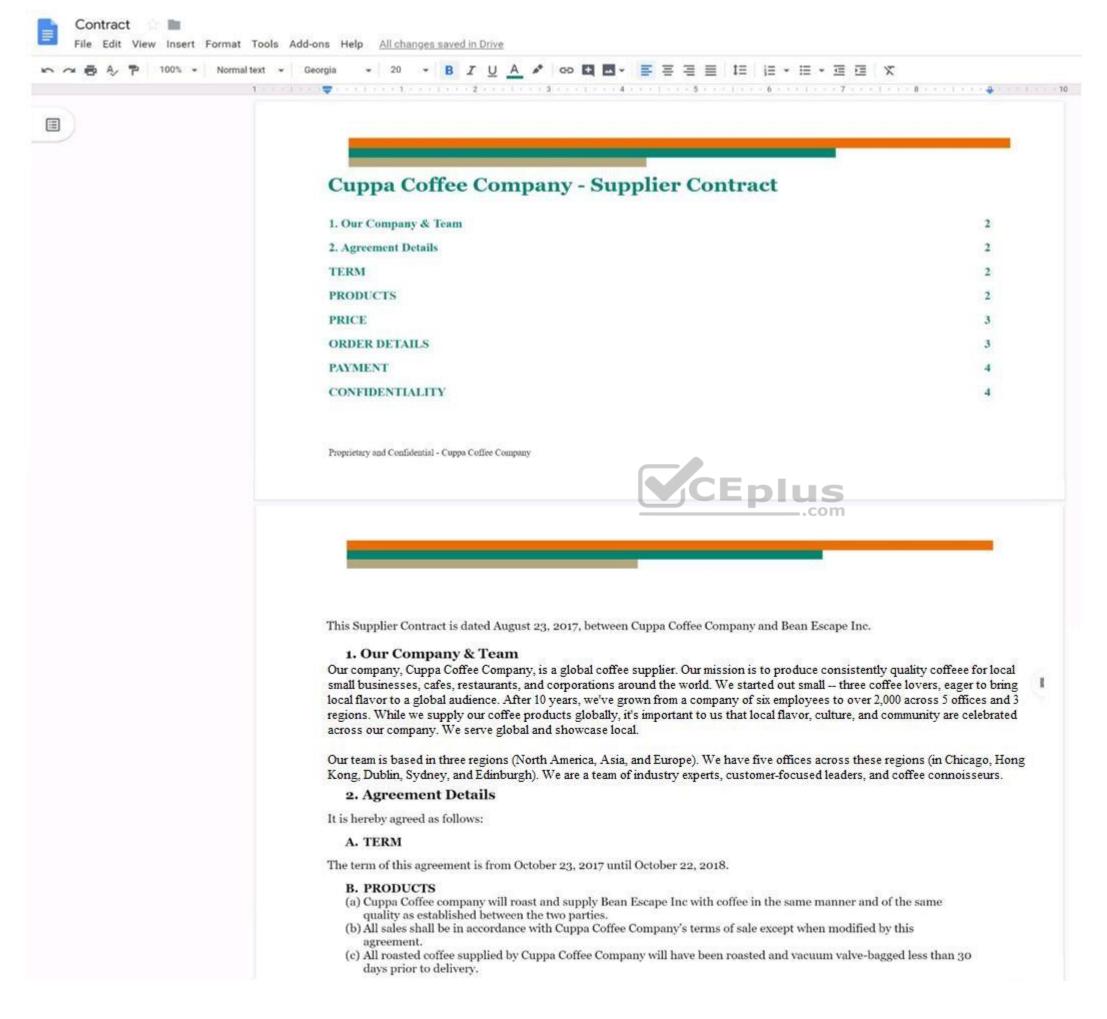




SIMULATION

Overview







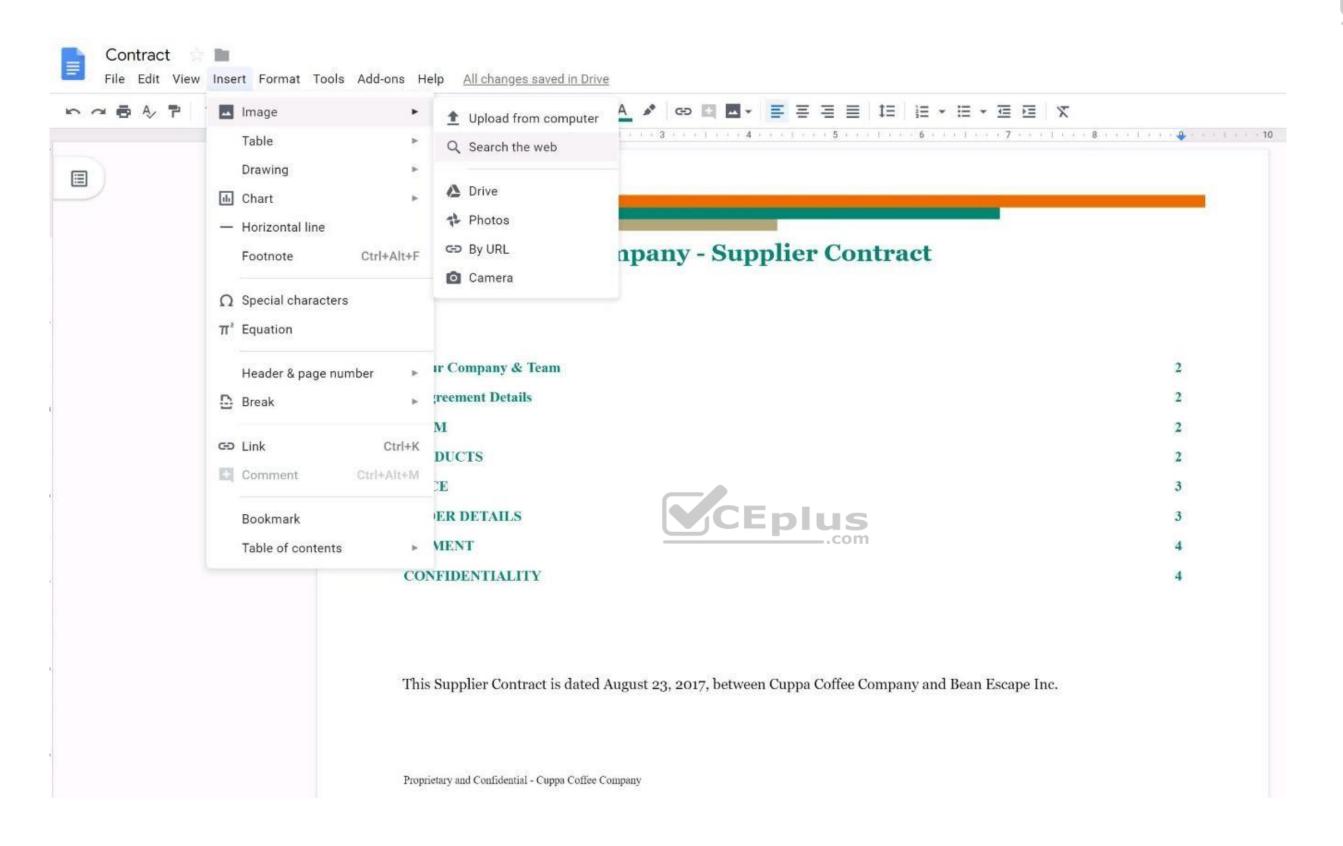
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	Coffee Type	Coffee Region	Quantity	Price/lb	
1	ndonesia Single	Indonesia	10,000 lbs	USD 10	

On the **Contract** document, you want to add your company logo under the header Cuppa Coffee Company – Supplier Contract. Insert the **Company Logo.jpg** image located in your Drive directly under the header. You do not need to align or resize the image.

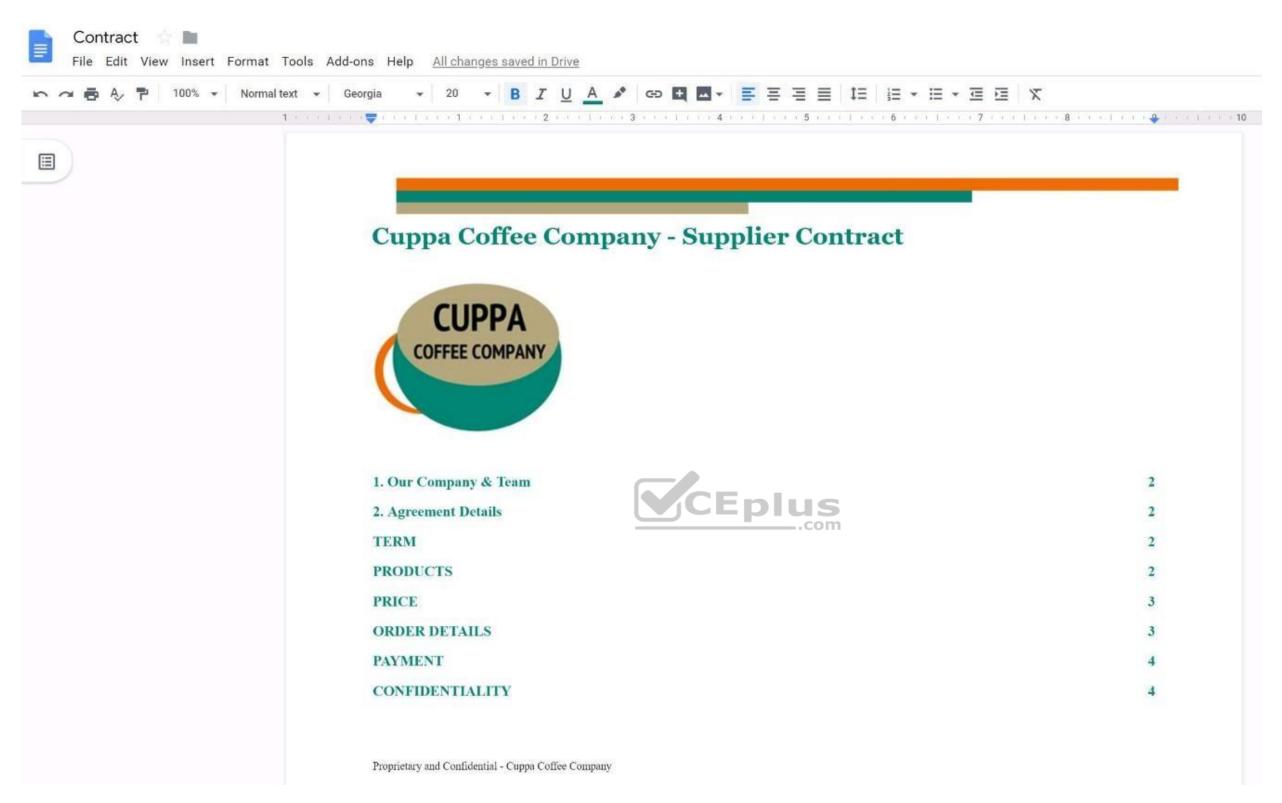
Correct Answer: See explanation below. Section: (none) Explanation









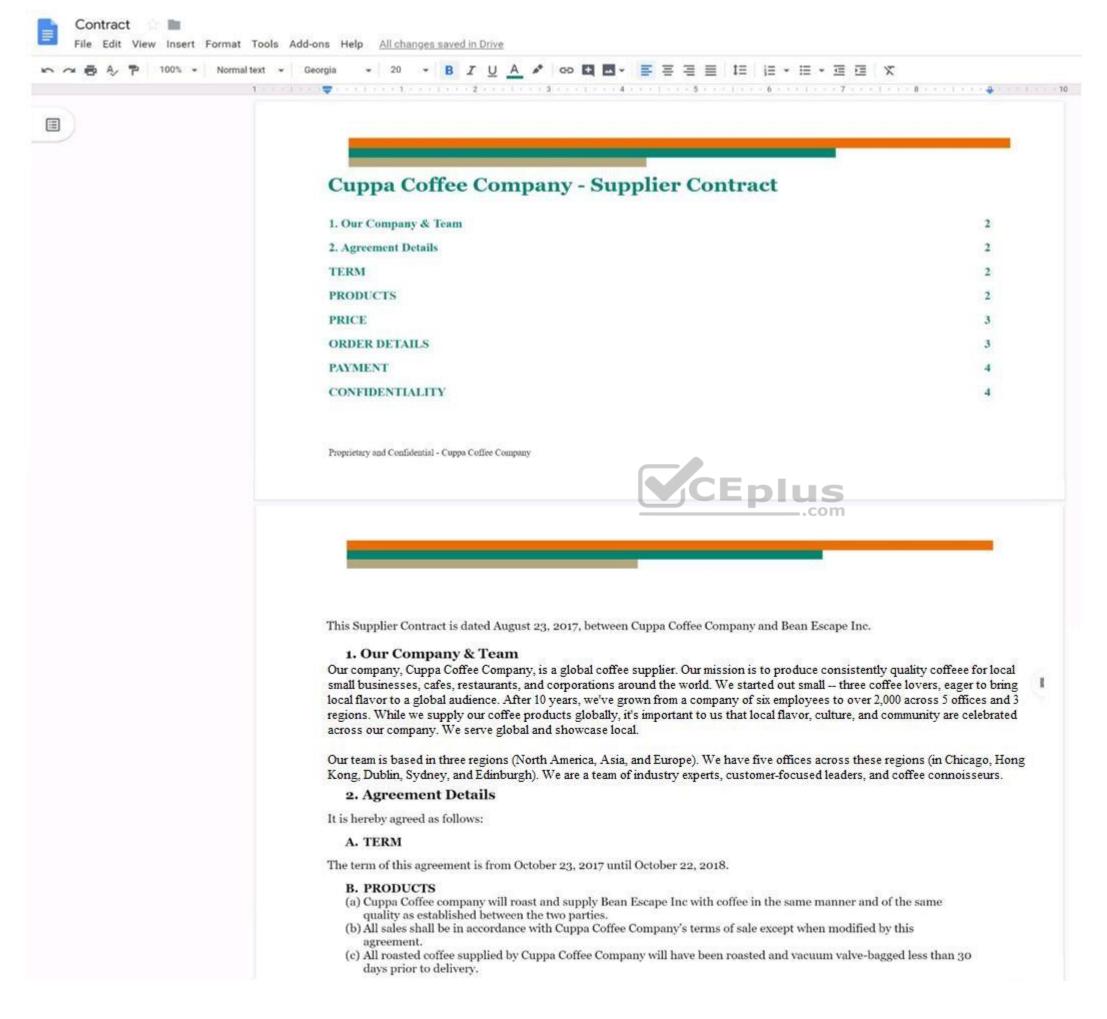


## **QUESTION 20**

SIMULATION

## Overview







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		Coffee Type	Coffee Region	Quantity	Price/lb	
		ndonesia Single	Indonesia	10,000 lbs	USD 10	

You want the size of the text in each paragraph to be consistent in the Contract document. In section 1, Our Company & Team, change the font size of the paragraph to 12.

Correct Answer: See explanation below. Section: (none) Explanation



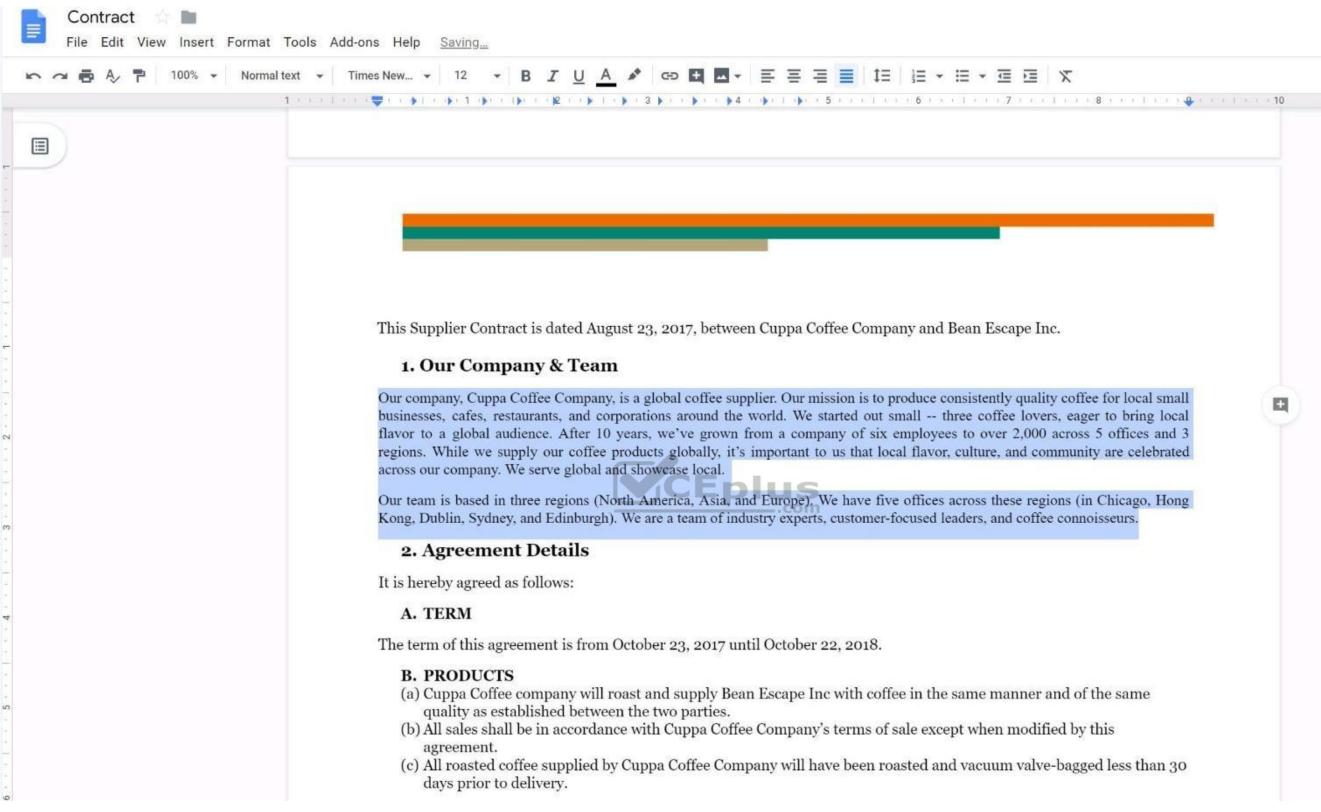


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	This Supp       24       ntract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.         1. Ou       30       npany & Team
	Our company restaurants, a grown from a flavor, cultury 60 Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small three coffee lovers, eager to bring local flavor to a global audience. After grown from a flavor, cultury 60 Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small three coffee lovers, eager to bring local flavor to a global audience. After grown from a flavor, cultury 60
	Our team is 1 72 three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Due eam of industry experts, customer-focused leaders, and coffee connoisseurs.
	It is hereby agreed as follows:
	A. TERM
	The term of this agreement is from October 23, 2017 until October 22, 2018.
	<ul> <li>B. PRODUCTS</li> <li>(a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the quality as established between the two parties.</li> <li>(b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by the agreement.</li> <li>(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-baggeed days prior to delivery.</li> <li>(d) Cuppa Coffee Company will aim for delivery within 3 weeks of the roasting date.</li> </ul>



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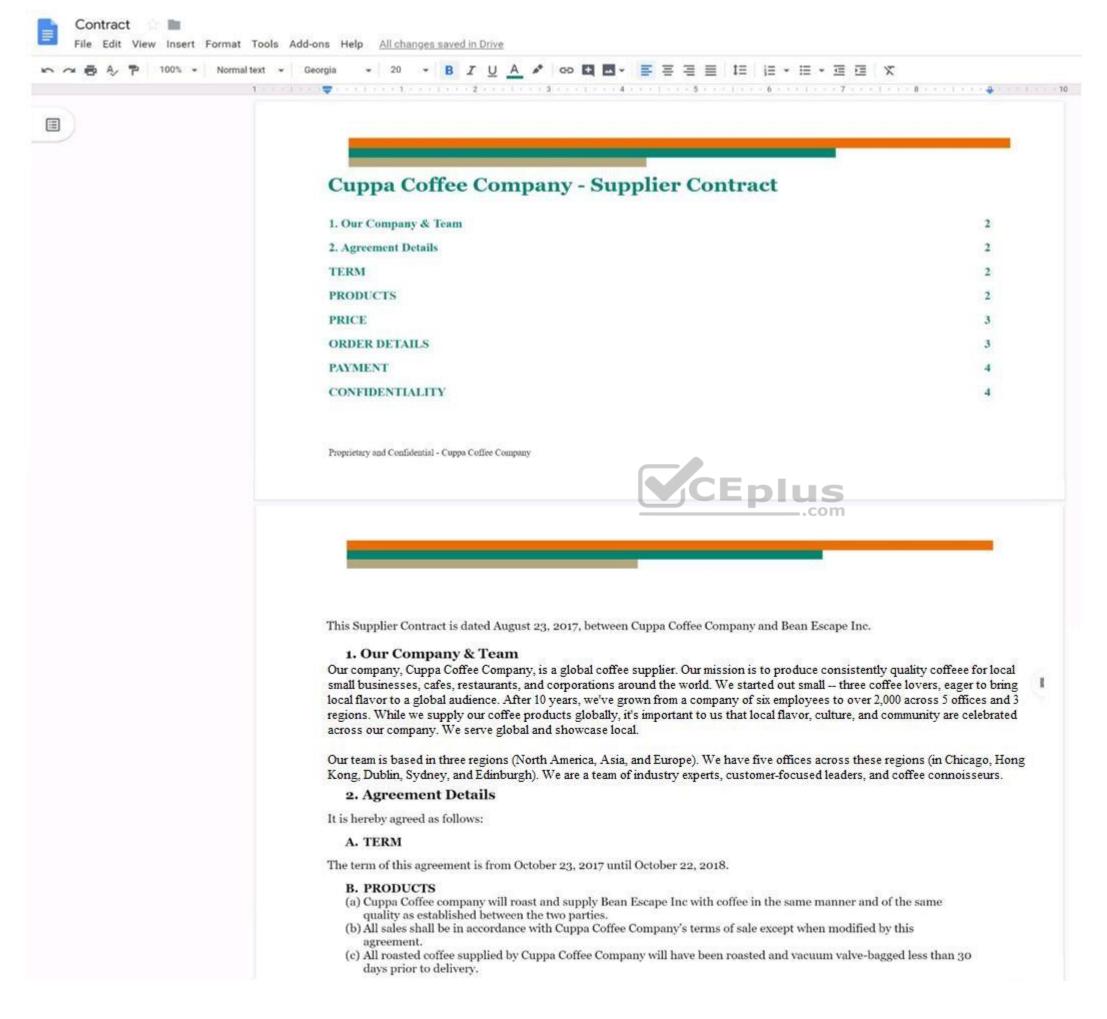


## **QUESTION 21**

SIMULATION

## Overview







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	Coffee Type	Coffee Region	Quantity	Price/lb	
	Indonesia Single	Indonesia	10,000 lbs	USD 10	

In the table in section 2D ORDER DETAILS of the **Contract** document, add a new column titled Total Price. Leave the cells below the title blank.

**Correct Answer:** See explanation below. **Section: (none) Explanation** 







Contract

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pay to Cuppa Cof pound basis.	fee Company an amount e	equal to the quantity of be	eans purchased, plus a	roasting fee at a per
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D. ORDER DETAI	IS			
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duration of this a	ails of the quantity and pr greement.	ice/ib of each conee proc	uut that bean Escape	inc is ordering for the
(c) The prices noted	below reflect the current of			
communication f	rom Cuppa Coffee Compa	ny to Bean Escape Inc or	ie month prior to the s	tart of the new quarter
Coffee Type	Coffee Region	Quantity	Price/lb	Total Price
Indonesia Single	Indonesia	10,000 lbs	USD 10	
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Proprietary and Confidential - Cup	a Coffee Company	com.com		
Proprietary and Confidential - Cup	a Coffee Company	com.com		
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	Coffee Type	Coffee Region	Quantity	Price/lb	Total Price
	Indonesia Single Origin	Indonesia	10,000 lbs	USD 10	
	Proprietary and Confidential - C	ippa Coffee Company			
		ippa Coffee Company	CEplus		
			Sepius 5,000 lbs	USD 18	
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receipt of the invoice shall mean that Bean Escape Inc fully accepts fiscal responsibility of said invoice, without any

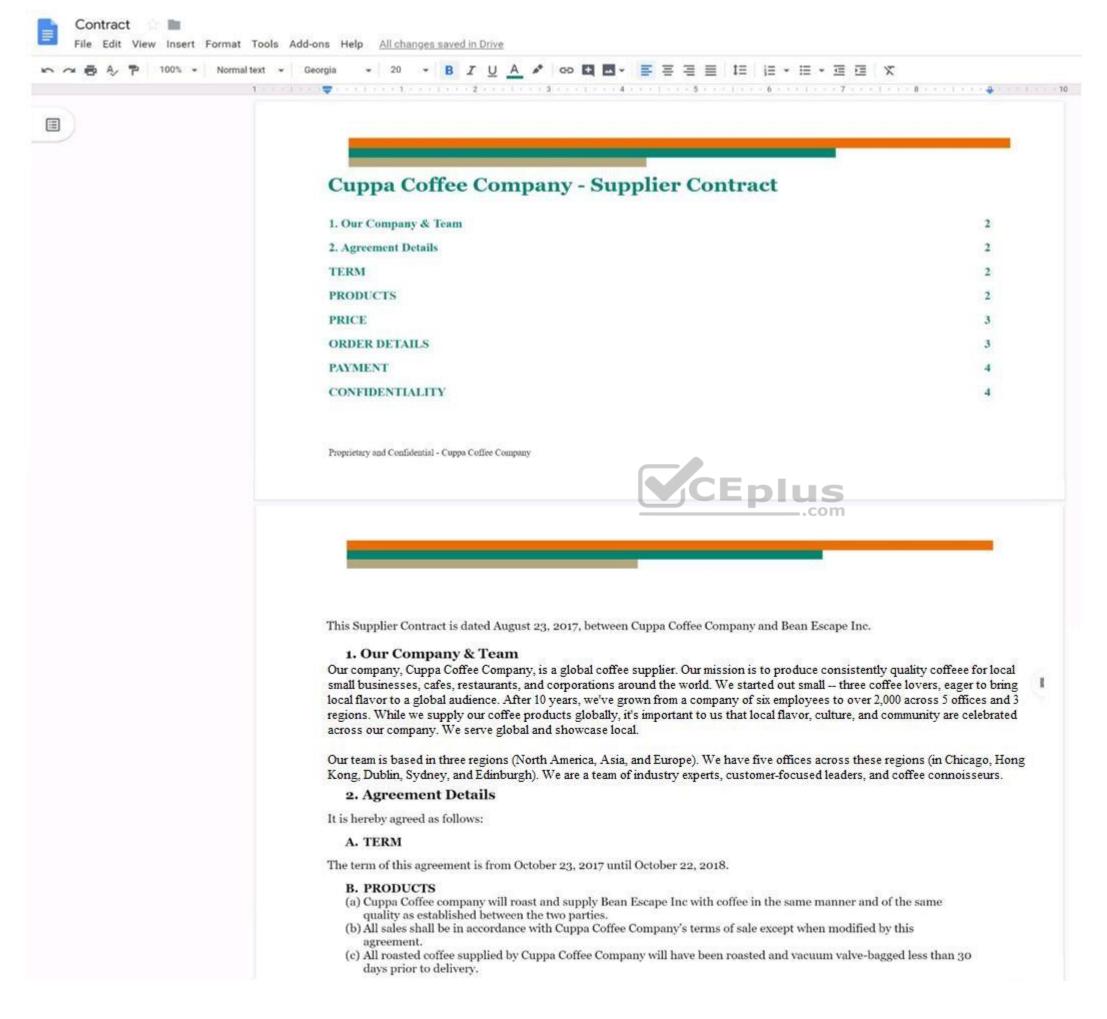
## **QUESTION 22**

## SIMULATION

## Overview









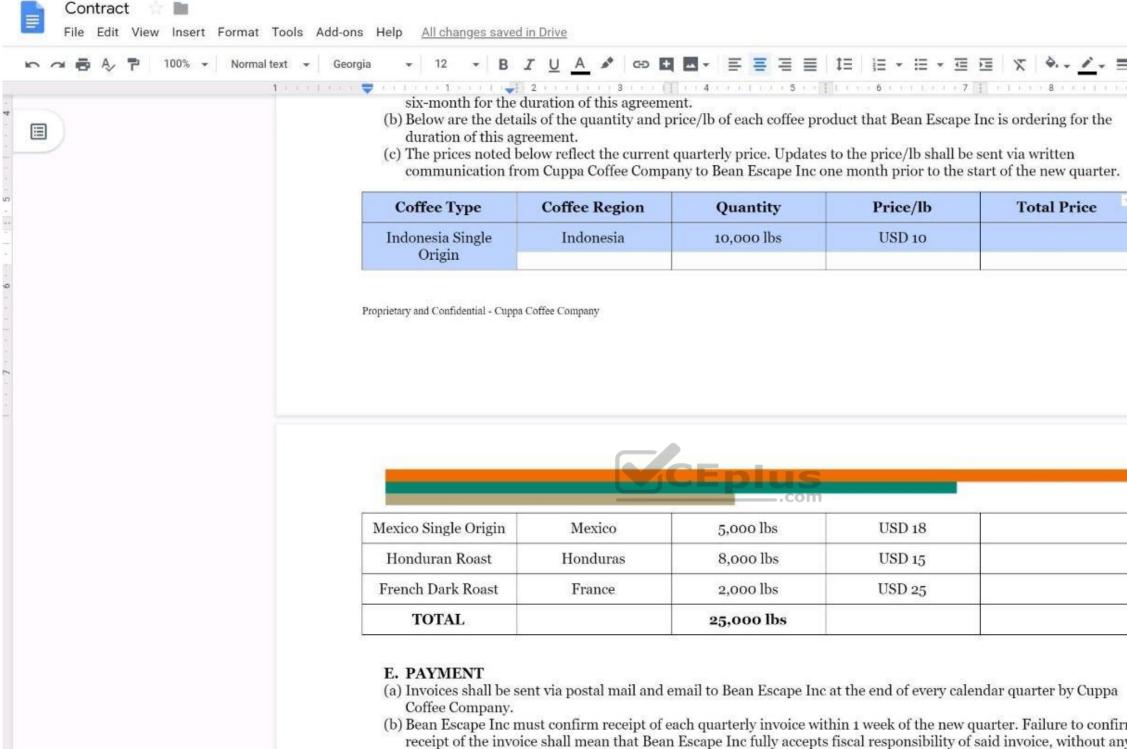
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<ul> <li>D. ORDER DETAILS <ul> <li>(a) Bean Escape Inc agrees to purchase a minimum of 25,000 pounds of roasted coffee over the course of each six-month for the duration of this agreement.</li> <li>(b) Below are the details of the quantity and price/lb of each coffee product that Bean Escape Inc is ordering for the duration of this agreement.</li> <li>(c) The prices noted below reflect the current quarterly price. Updates to the price/lb shall be sent via written communication from Cuppa Coffee Company to Bean Escape Inc one month prior to the start of the new quarter.</li> </ul> </li> </ul>				
Coffee Type	Coffee Region	Quantity	Price/lb	
Indonesia Single	Indonesia	10,000 lbs	USD 10	

In the table in section 2D ORDER DETAILS of the **Contract** document, all of the content is center-aligned. Update the alignment of all content in the table to be left-aligned.

Correct Answer: See explanation below. Section: (none) Explanation



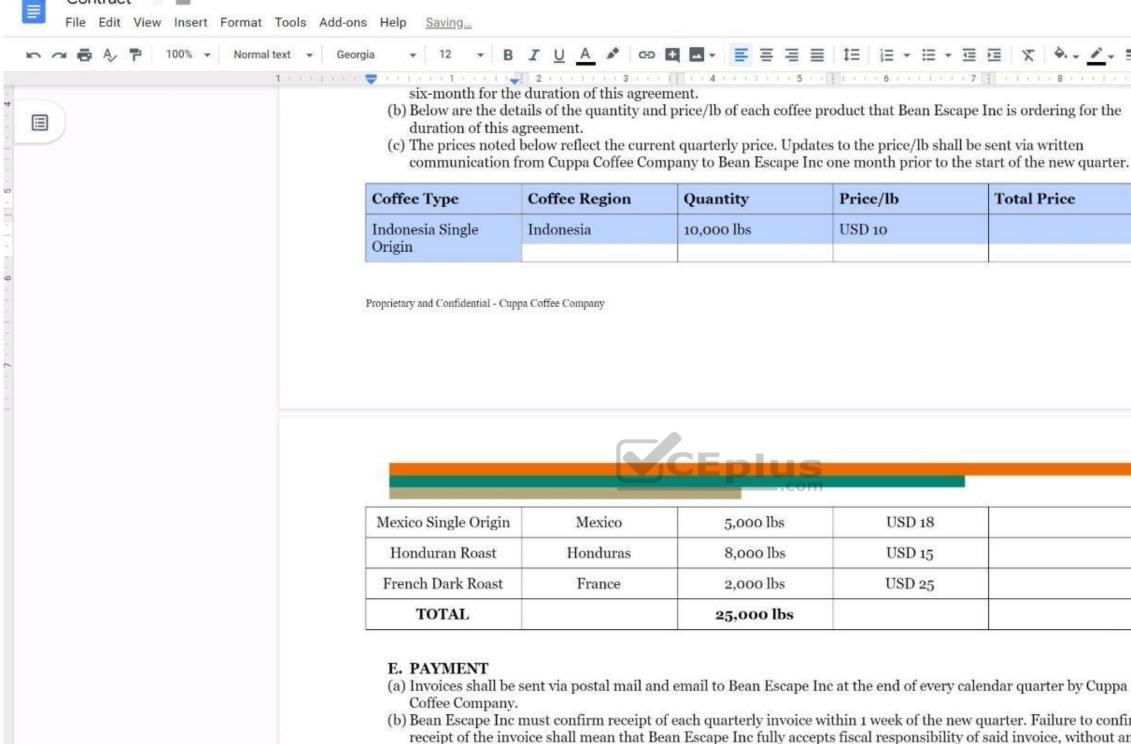




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ahanga

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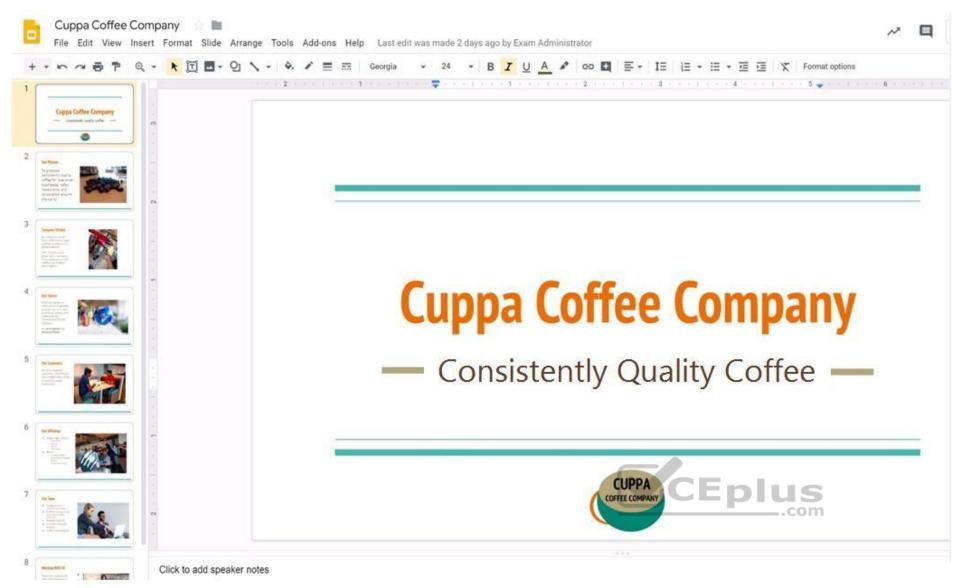
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	Coffee Type	Coffee Region	Quantity	Price/lb	Total Price
	Indonesia Single Origin	Indonesia	10,000 lbs	USD 10	
				LOD .0	
	Mexico Single Origin	Mexico	5,000 lbs	USD 18	
	Honduran Roast	Honduras	5,000 lbs 8,000 lbs	USD 18 USD 15	
			5,000 lbs	USD 18	

# QUESTION 23 SIMULATION

Overview





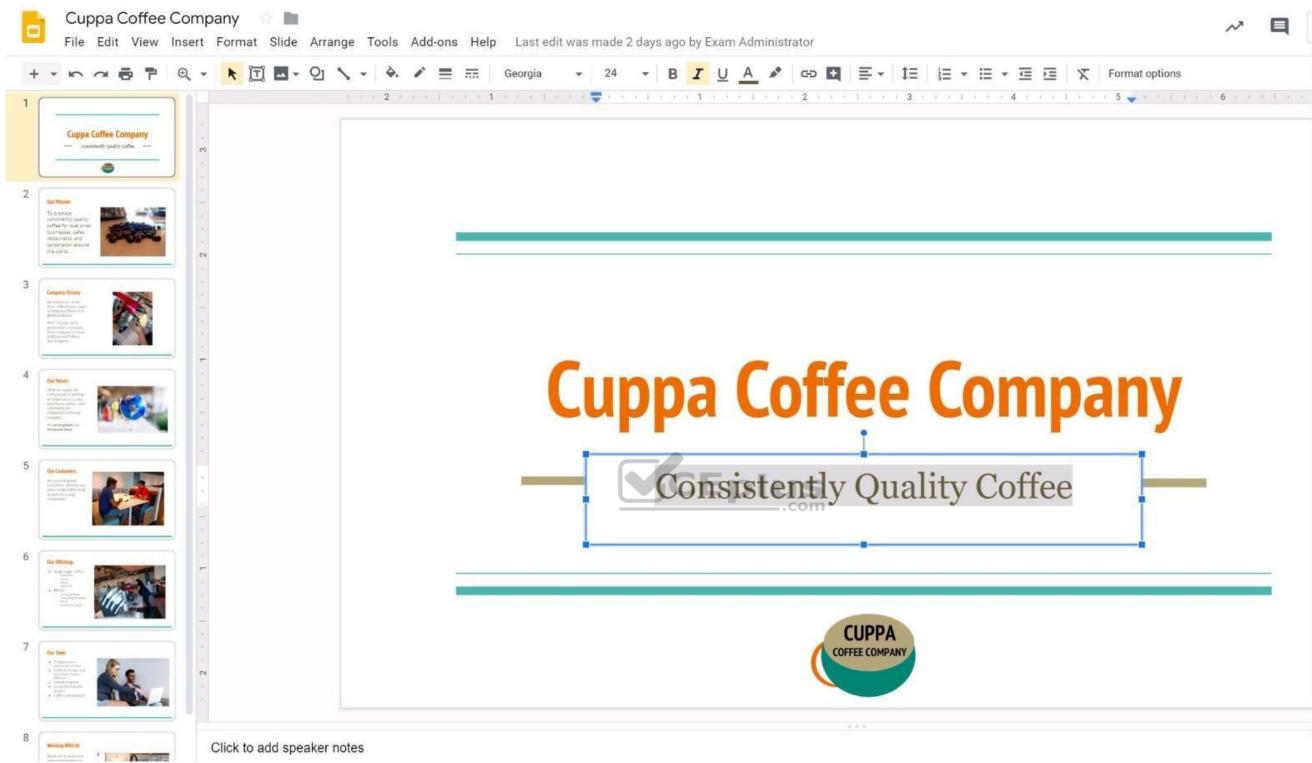


As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review, update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations. You need to edit an existing presentation all about your company, Cuppa Coffee Company. On the first slide of the **Cuppa Coffee Company** presentation, italicize the Consistently Quality Coffee text.

Correct Answer: See explanation below. Section: (none) Explanation

**Explanation/Reference:** Explanation:









### **QUESTION 24** SIMULATION

# Overview

As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review, update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations.



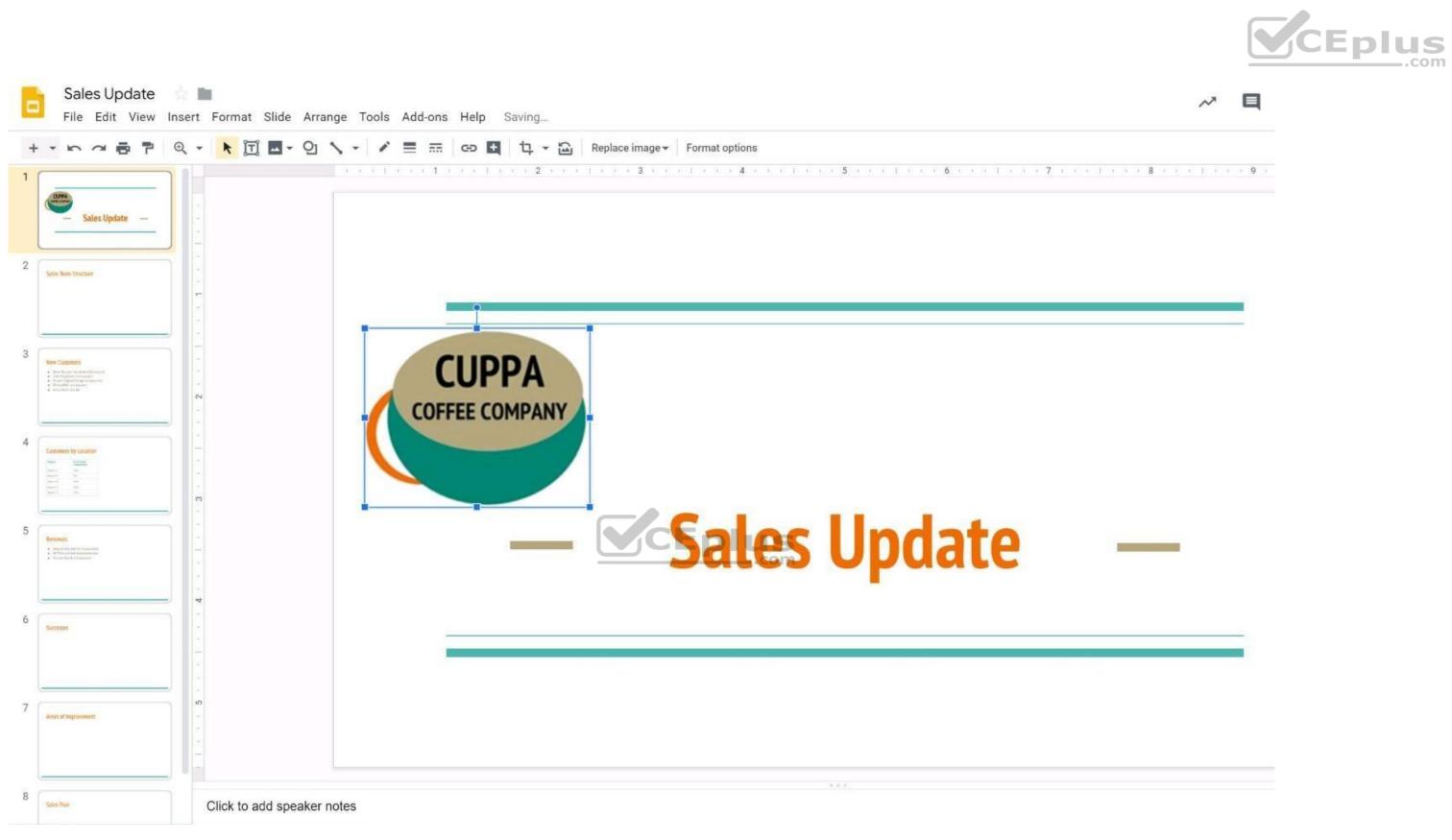


You need to edit an existing presentation before you present an update to your managers. Open the Sales Update presentation and add the Company Logo.jpg image to the first slide. You may place the logo anywhere you like on the slide and leave it any size.

Correct Answer: See explanation below. Section: (none) Explanation

**Explanation/Reference:** Explanation:

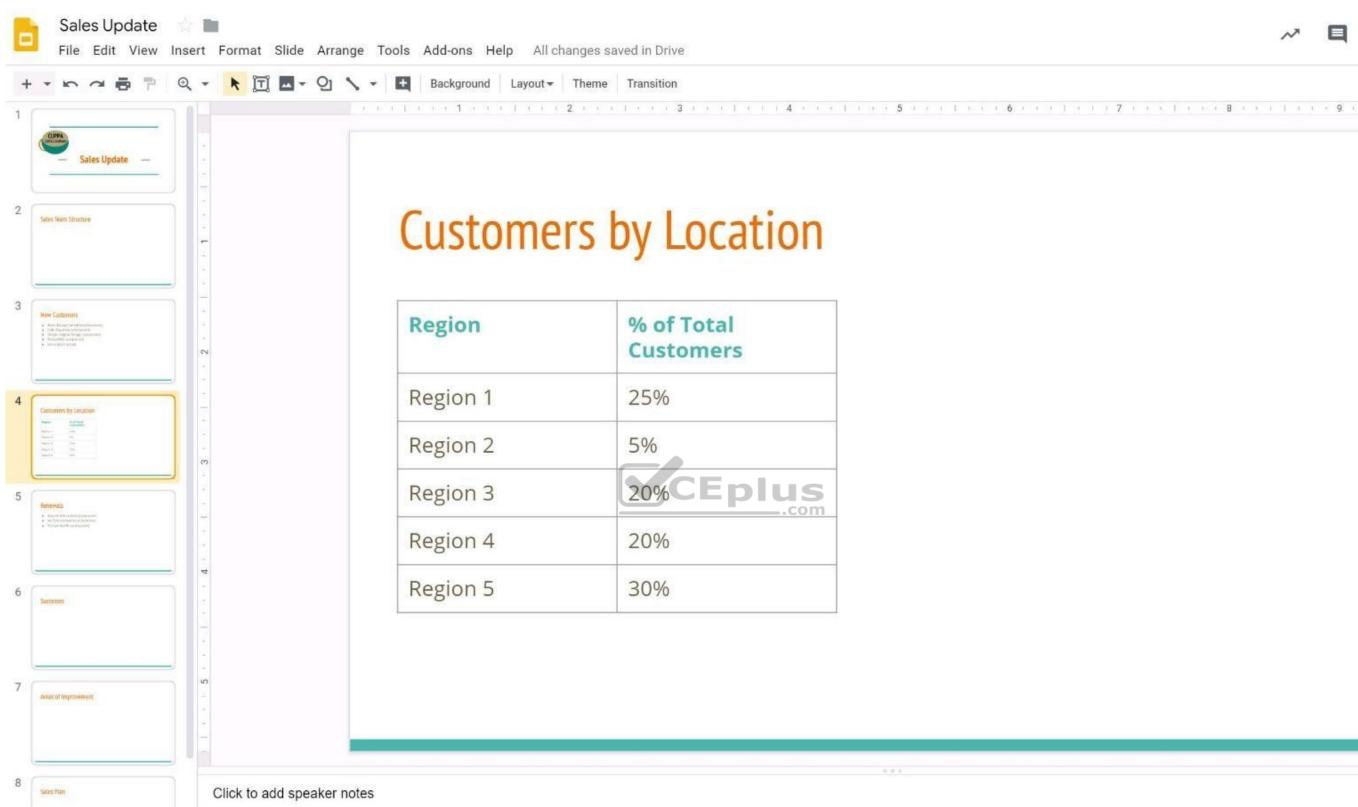




### QUESTION 25 SIMULATION

# Overview

As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review, update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations.



You want to show the percentage of new customers by location. Open the Sales Update presentation. On the Customers by Location slide, add a pie chart using the data below.

Data: Region 1:25% Region 2:5% Region 3:20% Region 4:20%



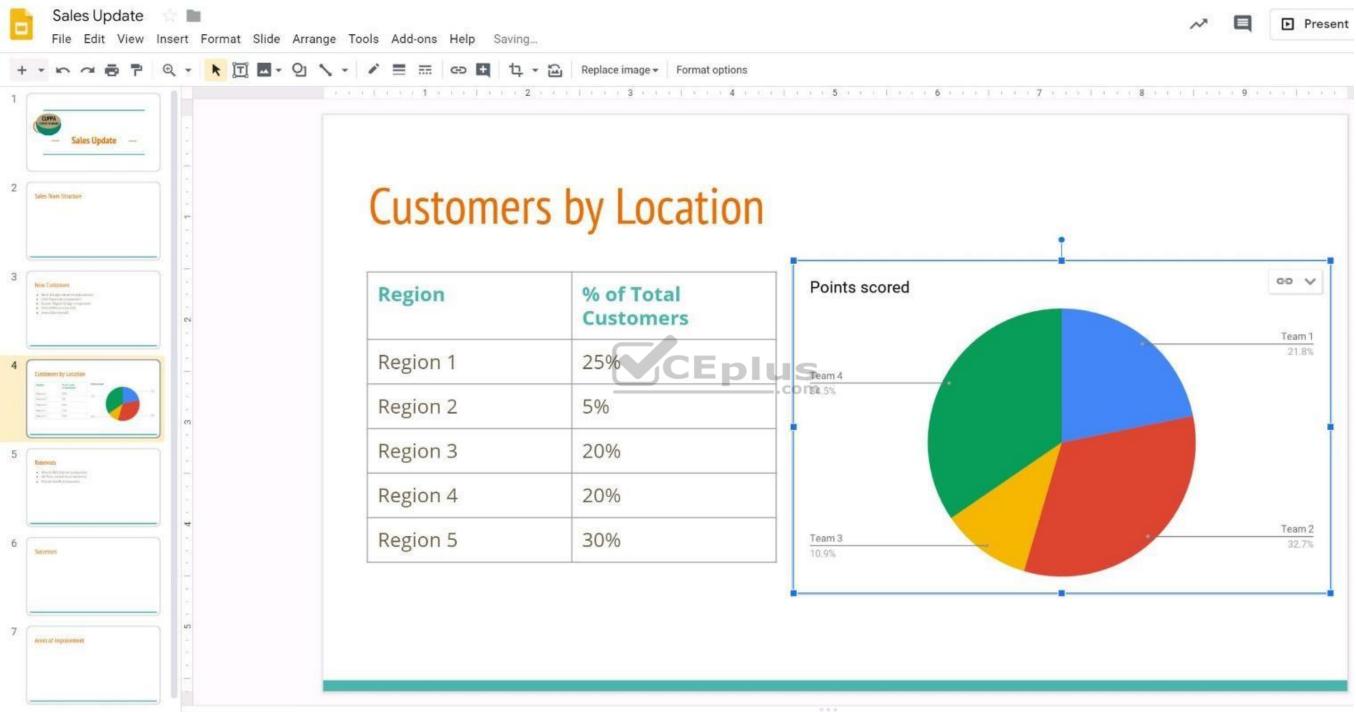


Region 5:30% **Correct Answer:** See explanation below. Section: (none) Explanation

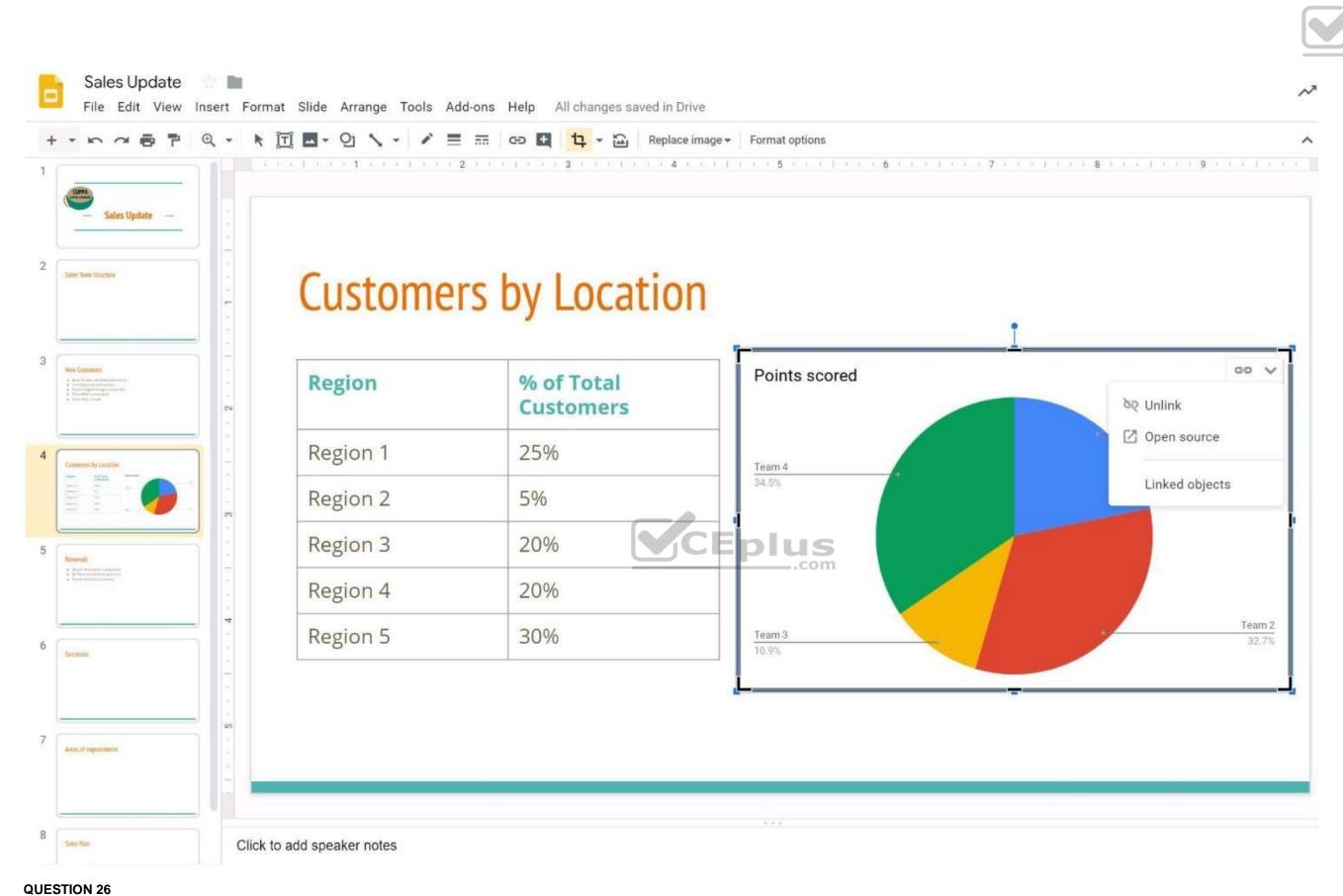
Explanation/Reference:

### Explanation:









Eplus

# SIMULATION

# Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.



# Dream Digital Design Job Description 👘 📗

File Edit View Insert Format Tools Add-ons Help Saving\_

Web Designer
Dream Digital Design is a web-design company known for building exceptional websites. We draw on
years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
and automotive industries. We are looking for a creative web designer to join our team full-time.
Responsibilities
<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ol>
Minimum Qualifications
BA/BS degree in Design
2 years of experience designing websites for clients     CEplus
Portfolio of web-design projects     COM
Preferred Qualifications
<ul> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high</li> </ul>
fidelity mockups.
<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
G Suite Certification
Benefits
<ul> <li>Medical, dental, and vision coverage</li> </ul>
401k matching
Free, daily catered lunches
Company outings
Casual dress code
Pets at work!

Change the line spacing of the **Dream Digital Design Job Description** from 1.5 to single spacing.

Correct Answer: See explanation below. Section: (none) Explanation



# Explanation/Reference:

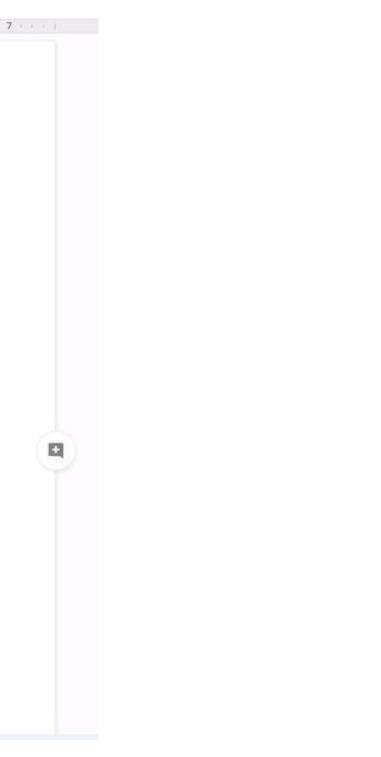
Explanation:

Align 8 III Line s III Colum Bullets Heade Table Image ℃ Clear f	nns ts & numbering ers & footers e	> > > > Ctrl+\	Add spa	ce after					ompa	any k														
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			6.	Be open to design challenges and early feedback that helps the products iterate and improve																				
		Minimum Qualifications     BA/BS degree in Design																						
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			<ul><li> 2 years of experience des</li><li> Portfolio of web-design p</li></ul>					esigning websites for clients																
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		Preferred Qualifications																						
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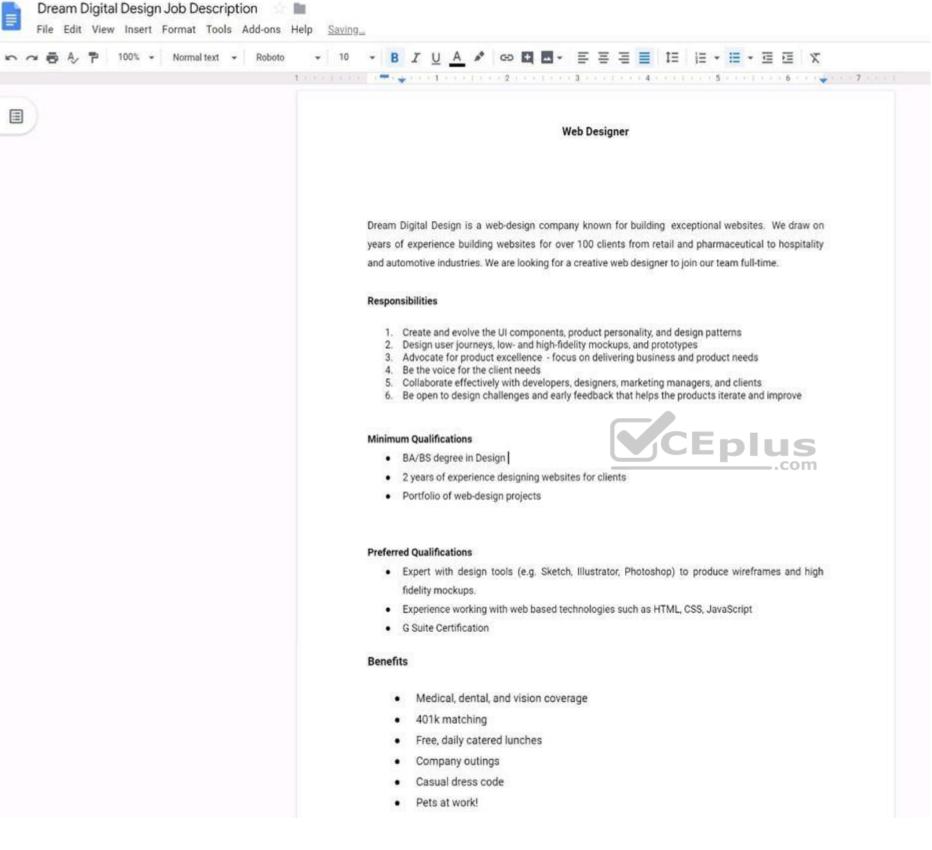
QUESTION 27 SIMULATION

Overview





In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.

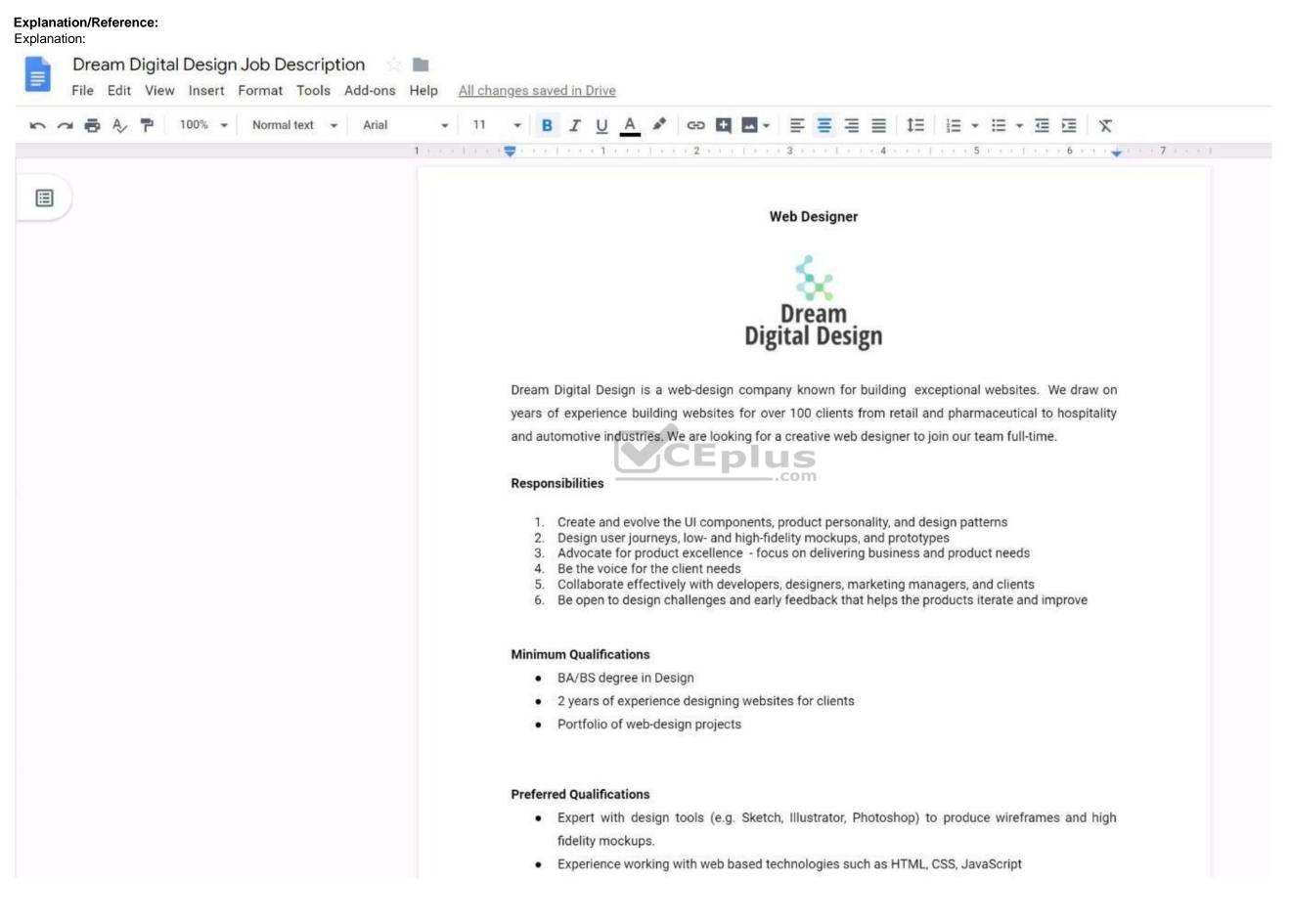


Place the Dream Digital Design Job Logo directly under the Web Designer job title. Resize the image, if needed, for all the text to fit on one page.

**Correct Answer:** See explanation below. **Section: (none)** 



#### Explanation





# QUESTION 28

# Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.

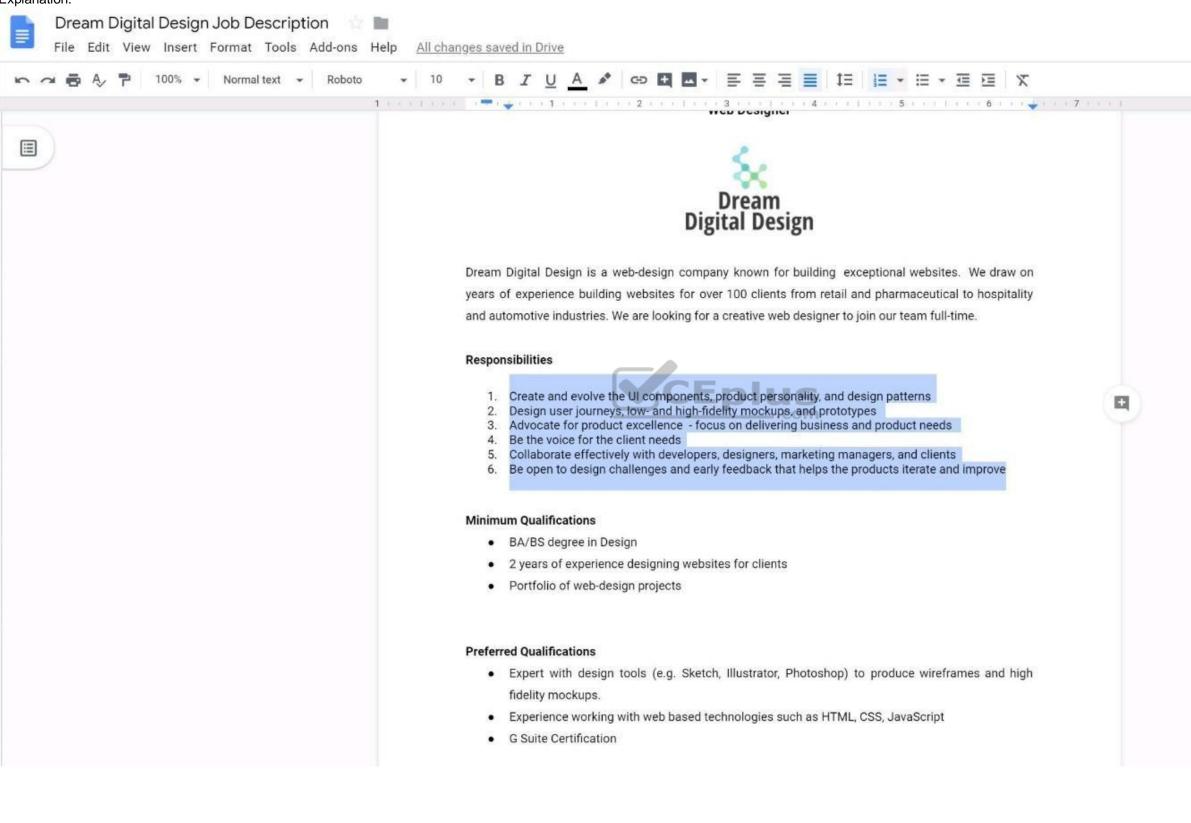
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9	Web Designer
	Dream Digital Design is a web-design company known for building exceptional websites. We draw on years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
	and automotive industries. We are looking for a creative web designer to join our team full-time.
	Responsibilities
	1. Create and evolve the III components product accomplity and design patterns
	<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> </ol>
	<ol> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> </ol>
	<ol><li>Collaborate effectively with developers, designers, marketing managers, and clients</li></ol>
	6. Be open to design challenges and early feedback that helps the products iterate and improve
	Minimum Qualifications
	BA/BS degree in Design
	<ul> <li>2 years of experience designing websites for clients</li> </ul>
	<ul> <li>Portfolio of web-design projects</li> </ul>
	Preferred Qualifications
	<ul> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high fidelity mockups.</li> </ul>
	<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
	G Suite Certification
	Benefits
	<ul> <li>Medical, dental, and vision coverage</li> </ul>
	401k matching
	Free, daily catered lunches
	Company outings
	Casual dress code
	Pets at work!



Correct Answer: See explanation below. Section: (none) Explanation

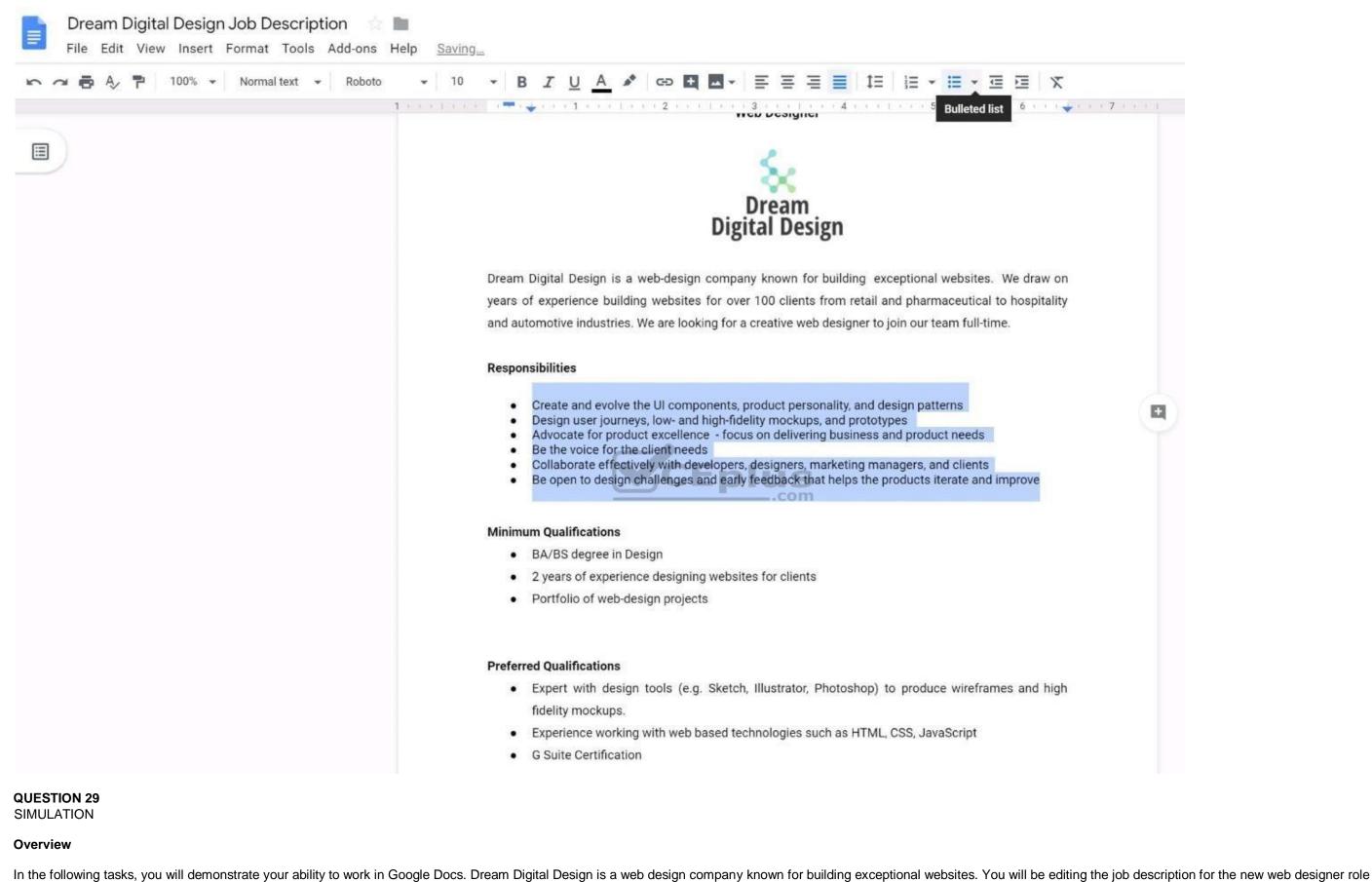
Explanation/Reference:

Explanation:



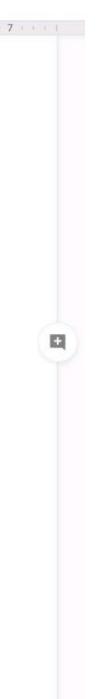






that will open shortly. Use the Dream Digital Design Job Description for all the tasks in this scenario.







# Dream Digital Design Job Description 👘 📗

File Edit View Insert Format Tools Add-ons Help Saving\_

Web Designer
Dream Digital Design is a web-design company known for building exceptional websites. We draw on
years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
and automotive industries. We are looking for a creative web designer to join our team full-time.
Responsibilities
<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ol>
Minimum Qualifications
BA/BS degree in Design
2 years of experience designing websites for clients     CEPIUS
Portfolio of web-design projects     .com
Preferred Qualifications
· Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high
fidelity mockups.
<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
G Suite Certification
Benefits
Medical, dental, and vision coverage
401k matching
Free, daily catered lunches
Company outings
Casual dress code
Pets at work!

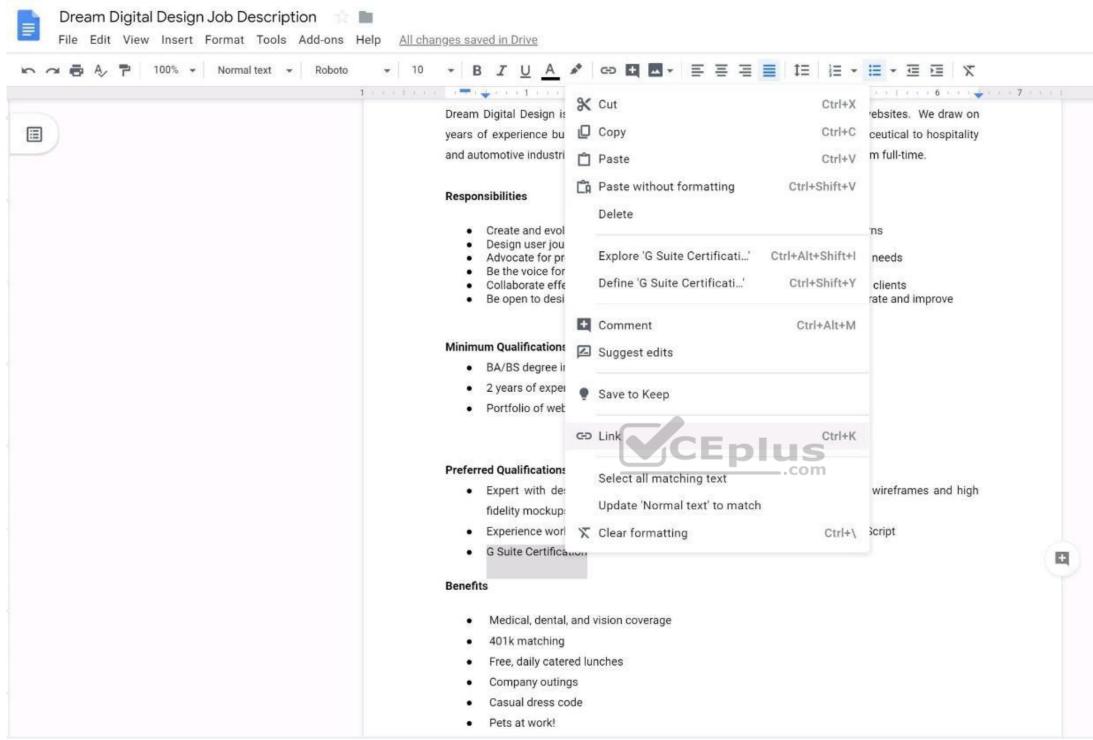
In the Preferred Qualifications, add a link to https://cloud.google.com/certification/gsuite to the G Suite Certification text.

**Correct Answer:** See explanation below. **Section: (none) Explanation** 



## Explanation/Reference:

Explanation:







0 Editing

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	Dream Digital Design is a web-design company known for building exceptional websites. We draw on
	years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
	and automotive industries. We are looking for a creative web designer to join our team full-time.
	Responsibilities
	<ul> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ul>
	Minimum Qualifications
	BA/BS degree in Design
	<ul> <li>2 years of experience designing websites for clients</li> </ul>
	Portfolio of web-design projects
	<ul> <li>Preferred Qualifications</li> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high fidelity mockups.</li> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> <li>G Suite Certification</li> </ul>
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	Casual dress code



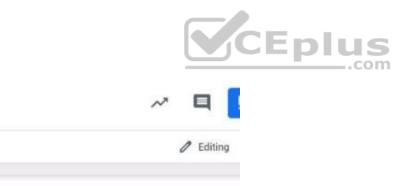
0 Editing

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	Responsibilities
	<ul> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ul>
	Minimum Qualifications
	BA/BS degree in Design
	<ul> <li>2 years of experience designing websites for clients</li> <li>Portfolio of web-design projects</li> </ul>
	Preferred Qualifications
	<ul> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high</li> </ul>
	fidelity mockups.
	<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
	• <u>G Suite Certification</u> G Suite Certification Ce
	Benefits https://cloud.google.com/certification/gsuite
	•
	Free, daily catered lunches
	Company outings
	Casual dress code
	Pets at work!

# QUESTION 30 SIMULATION

#### Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.





# Dream Digital Design Job Description 👘 📗

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Web Designer
Dream Digital Design is a web-design company known for building exceptional websites. We draw on years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
and automotive industries. We are looking for a creative web designer to join our team full-time.
Responsibilities
<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ol>
Minimum Qualifications
BA/BS degree in Design
2 years of experience designing websites for clients     CEplus
Portfolio of web-design projects     COM
Preferred Qualifications
<ul> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high</li> </ul>
fidelity mockups.
<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
G Suite Certification
Benefits
<ul> <li>Medical, dental, and vision coverage</li> </ul>
401k matching
Free, daily catered lunches
Company outlings
Casual dress code
Pets at work!

Add a footer to the doc. The footer should say Dream Digital Design is an equal opportunity workplace and is an affirmative action employer.

**Correct Answer:** See explanation below. **Section: (none)** 



## Explanation

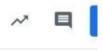
# Explanation/Reference: Explanation: Dream Digital Design Job Description 👘 📄 File Edit View Insert Format Tools Add-ons Help All changes saved in Drive 🗠 🔿 🖶 🗛 🏲 100% 👻 Normal text 👻 Roboto • 10 • B I U A ≠ GD L ■• E E E E IE IE • E • E E X 1 . . . . . . . · Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high := fidelity mockups. · Experience working with web based technologies such as HTML, CSS, JavaScript G Suite Certification Benefits ٠ Medical, dental, and vision coverage 401k matching . Free, daily catered lunches ٠ Company outings ٠ . Casual dress code Pets at work! ٠ <sup>1</sup> Dream Digital Design is an equal opportunity workplace and is an affirmative action employer. **LEDIUS** .com

### QUESTION 31 SIMULATION

# Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.









# Dream Digital Design Job Description 👘 📗

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Web Designer
Dream Digital Design is a web-design company known for building exceptional websites. We draw on
years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
and automotive industries. We are looking for a creative web designer to join our team full-time.
Responsibilities
<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ol>
Minimum Qualifications
BA/BS degree in Design
2 years of experience designing websites for clients     CEPIUS
Portfolio of web-design projects     .com
Preferred Qualifications
• Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high
fidelity mockups.
<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
G Suite Certification
Benefits
Medical, dental, and vision coverage
401k matching
Free, daily catered lunches
Company outings
Casual dress code
Pets at work!

Change the font of all the text in the document to Arial, font size 11.

**Correct Answer:** See explanation below. **Section: (none)** 



# Explanation

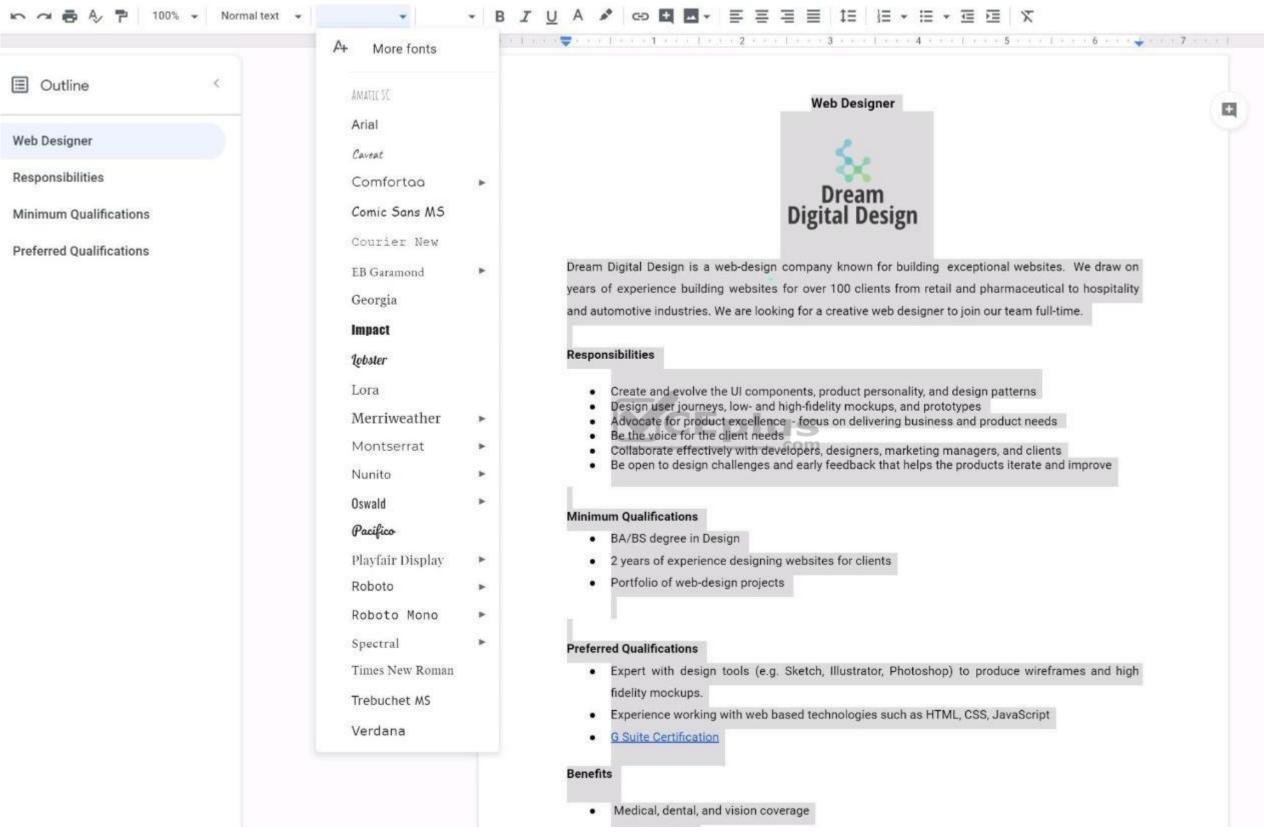
Explanation/Reference: Explanation:						
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Web Designer		1 Bernard and	experience building websi motive industries. We are lo			And the second
Responsibilities		Respons	ibilities			
Minimum Qualifications			Create and evolve the UI cor	nponents, product per	sonality, and design p	atterns
Preferred Qualifications		:	Design user journeys, low- a Advocate for product excelle Be the voice for the client ne Collaborate effectively with Be open to design challenge	nd high-fidelity mocku ence - focus on delive eds developers, designers	ips, and prototypes ring business and pro , marketing managers	duct needs , and clients
		Minimun	n Qualifications			
			BA/BS degree in Design	nlue		
			2 years of experience design	- com	its	
			Portfolio of web-design proj	ects		
		1.1				
		Preferre	d Qualifications			
			Expert with design tools (	e.g. Sketch, Illustrator	r, Photoshop) to proc	duce wireframes and high
			idelity mockups. Experience working with we	h hased technologies	auch as HTML CSS	laveScript
			G Suite Certification	o based technologies	Such as fit ML, 000, 0	avaochpt
		Benefits				
			Medical, dental, and vision	coverage		
			401k matching			
			Free, daily catered lunches Company outings			
			Casual dress code			
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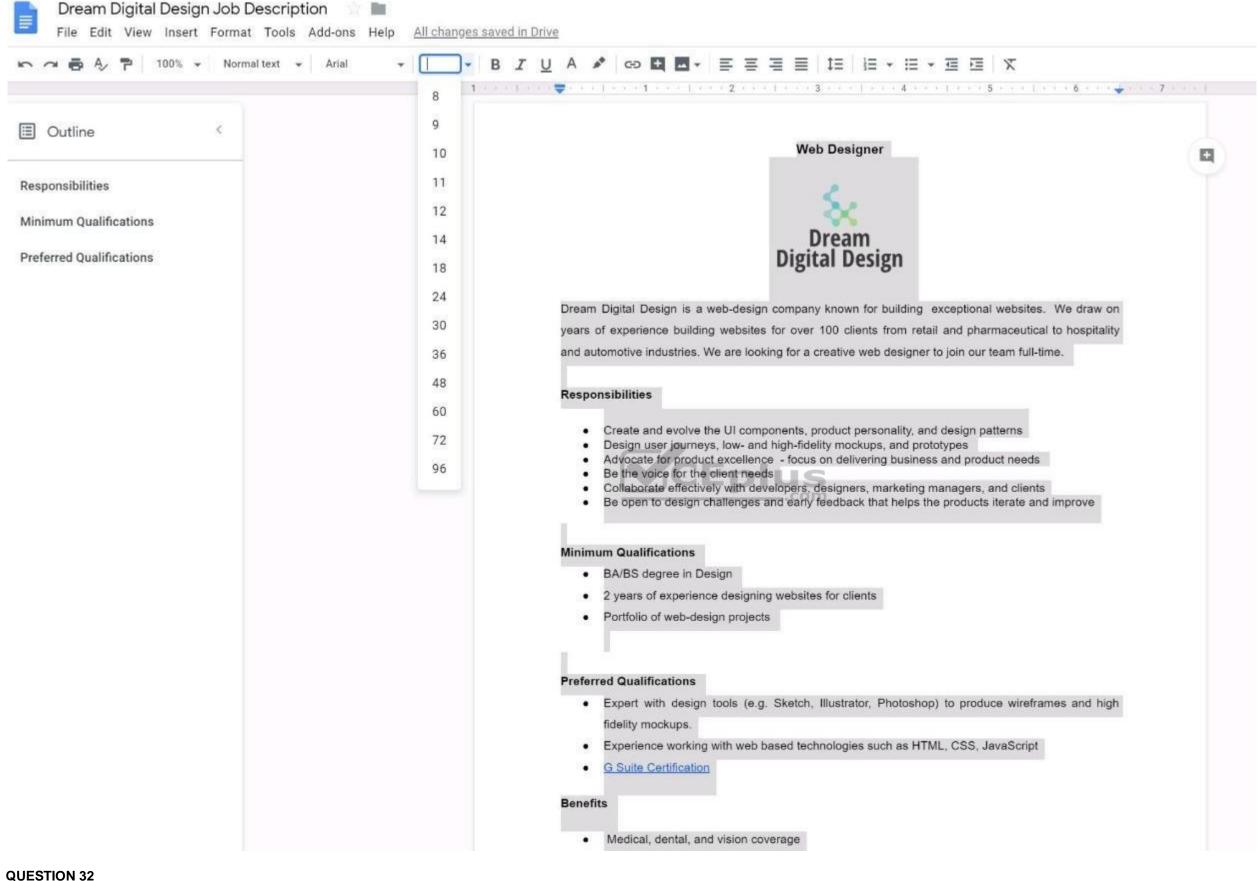


#### Dream Digital Design Job Description 12

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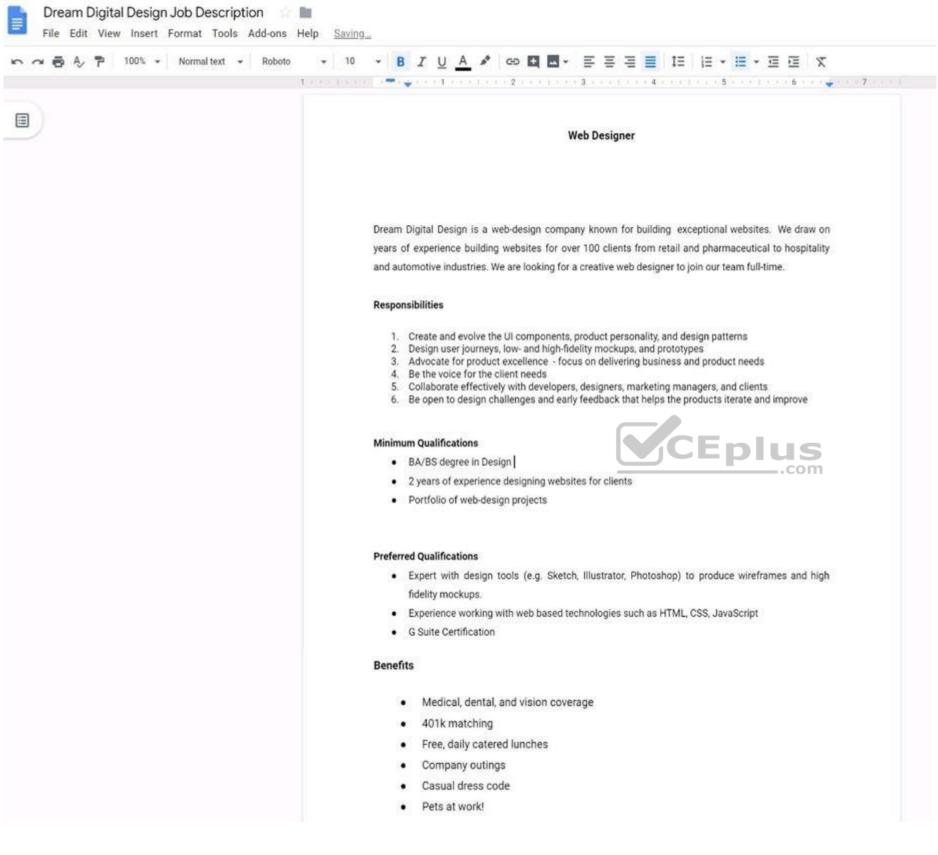


SIMULATION 32

Overview



In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.



Change the page color to any color other than white.

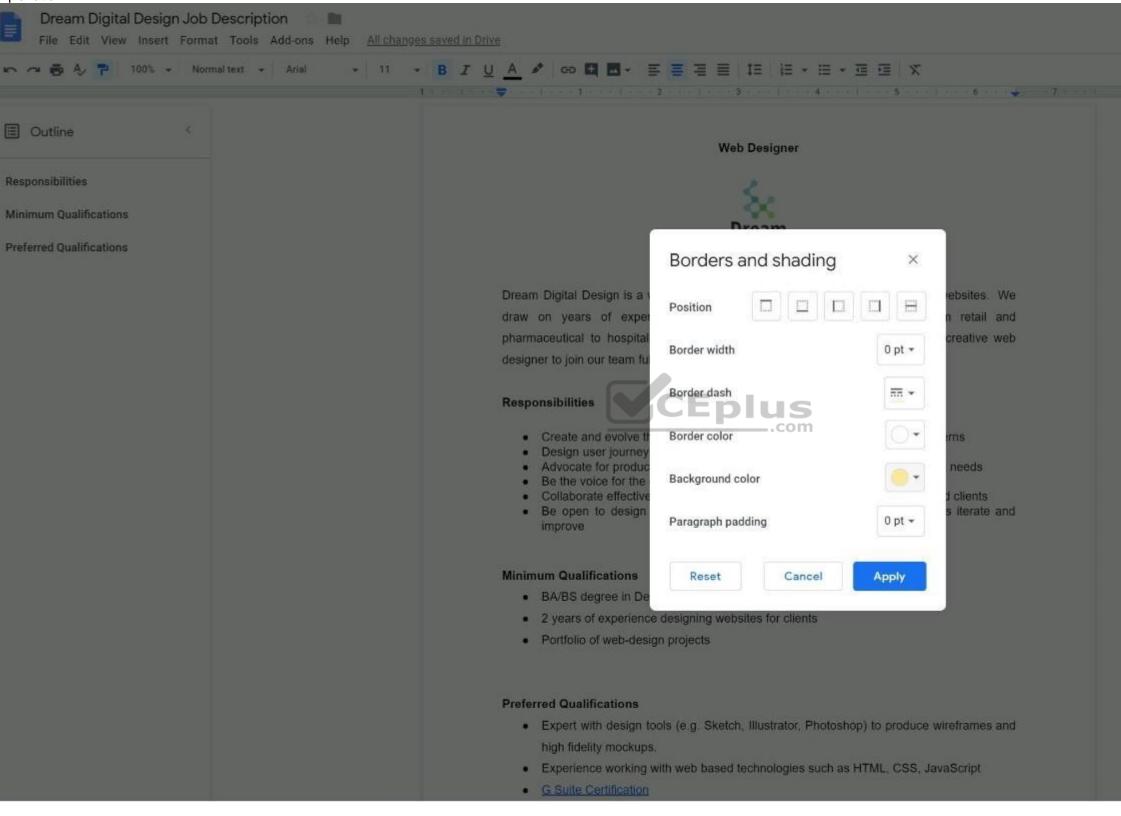
Correct Answer: See explanation below.



# Section: (none) Explanation

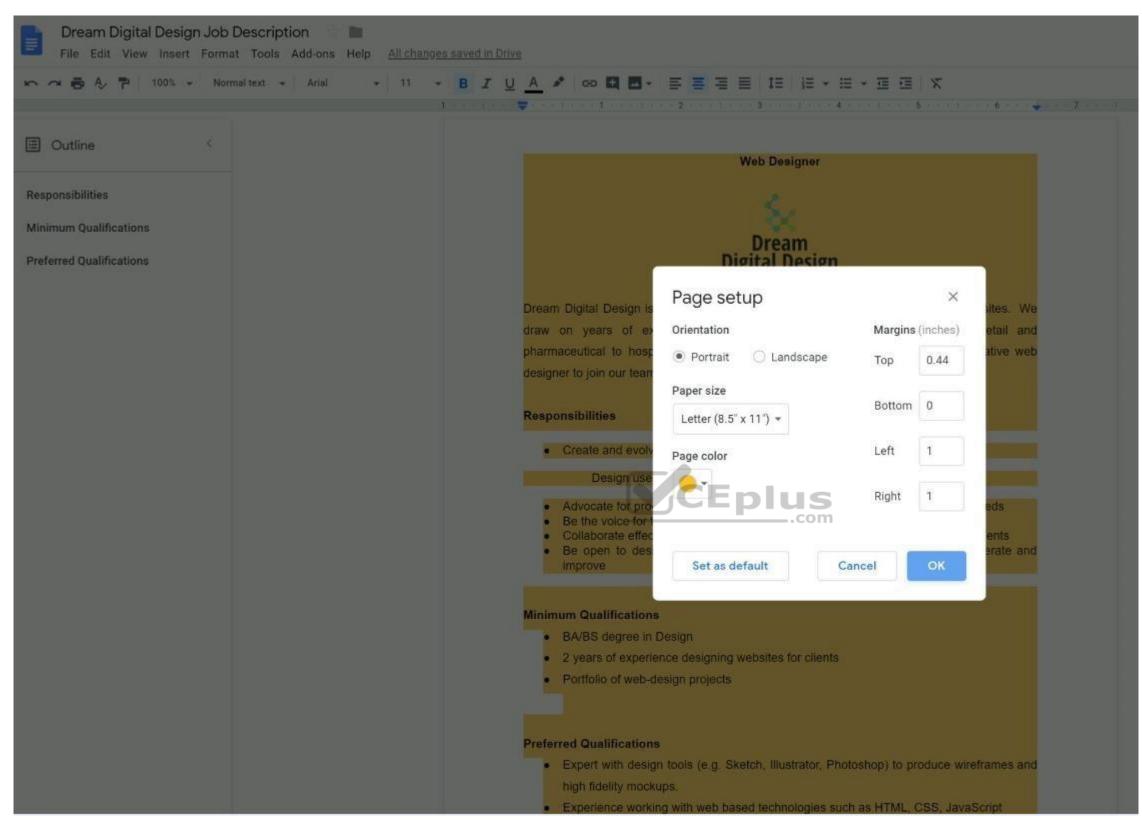
#### Explanation/Reference:

### Explanation:









#### QUESTION 33 SIMULATION

# Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the **Dream Digital Design Job Description** for all the tasks in this scenario.





# Dream Digital Design Job Description 👘 📗

File Edit View Insert Format Tools Add-ons Help Saving\_

U	Web Designer
	Dream Digital Design is a web-design company known for building exceptional websites. We draw on
	years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality
	and automotive industries. We are looking for a creative web designer to join our team full-time.
	Responsibilities
	<ol> <li>Create and evolve the UI components, product personality, and design patterns</li> <li>Design user journeys, low- and high-fidelity mockups, and prototypes</li> <li>Advocate for product excellence - focus on delivering business and product needs</li> <li>Be the voice for the client needs</li> <li>Collaborate effectively with developers, designers, marketing managers, and clients</li> <li>Be open to design challenges and early feedback that helps the products iterate and improve</li> </ol>
	Minimum Qualifications
	BA/BS degree in Design
	2 years of experience designing websites for clients     CEPIUS
	Portfolio of web-design projects
	Preferred Qualifications
	<ul> <li>Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and high</li> </ul>
	fidelity mockups.
	<ul> <li>Experience working with web based technologies such as HTML, CSS, JavaScript</li> </ul>
	G Suite Certification
	Benefits
	Medical, dental, and vision coverage
	401k matching
	Free, daily catered lunches
	Company outings
	Casual dress code
	Pets at work!

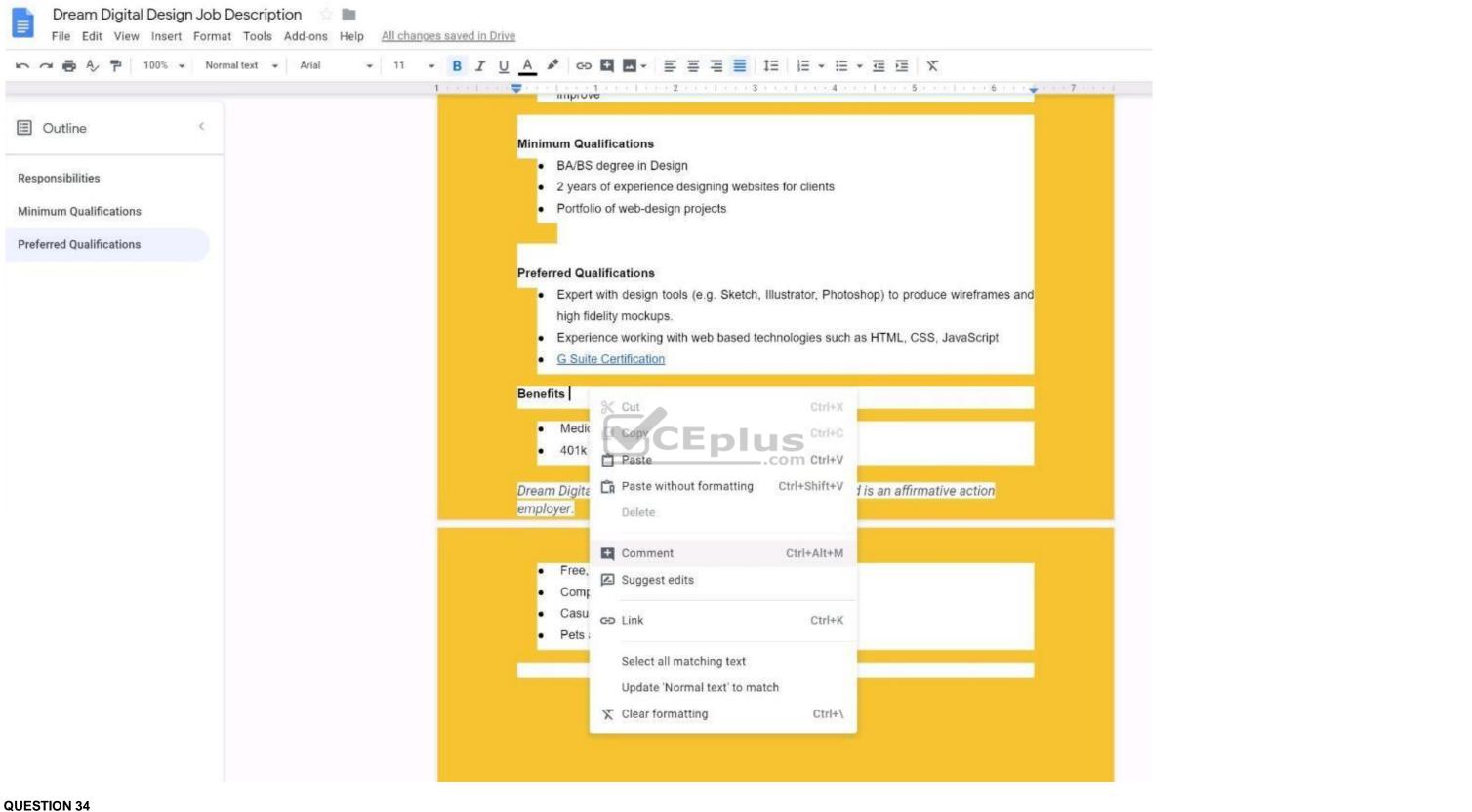
Leave a comment for Monica, monica@dreamdigitaldesign.com, next to the word Benefits. The comment should say Please confirm the list of benefits.

Correct Answer: See explanation below. Section: (none) Explanation



#### Explanation/Reference:

# Explanation:



#### QUESTION 34 SIMULATION

# Overview

In the following tasks, you will demonstrate your ability to work in Google Sheets. You are organizing and analyzing the schedule of employee shifts. Use the Employee Shift Schedule for Kelvin Cars sheet for all the tasks in this scenario.





Employee Shift Schedule for Kelvin Cars

# 

x =SUM()	8	с	D	E	F	G	н	10	101	ĸ	100	M	N	0	(p)	Q	R	S
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	eek No. 28																	
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	Shift 1 8 am - 4 pm																	
	Shift 2 4 pm - 12 am																	
	Shift 3 12 am - 8 am																	
	Shine 5 12 and 5 and			Monday	,		Tuesday		W	ednesday		т	hursday	,		Friday		Shifts to date
Employee Nam	e Assignment	Total Shifts					Shift 2								Shift 1	Shift 2		onnis to date
Adyson Y.	Exterior						Unine 2			X			X			X		10
Alina L.	Engine	-		-	X	<u> </u>		x		-	x		1 "	x		-	X	14
Ashanti M.	Engine			X		<u> </u>				×			x					18
Cecilia B.	Exhaust			X			X			X			X					25
Henry B.	Brakes			X	X			X	0					X		X	X	23
Jaiden D.	Interior				X			X						x			X	27
Kael M.	Exhaust				X		2	X			X			X			X	17
7 Kellen L.	Engine		X			X			×			X			X			18
Kyan F.	Interior		X			X			X			x		1				12
Liana C.	Brakes			X			Х			X			х	· · · · · ·		Х		10
Lillianna K.	Interior			х			х		1	X		X	Х			Х		11
Litzy S.	Exterior				X			X	0		X			X			X	6
Payton P.	Brakes		X			X	( ) 		х			X	E.		X	6		23
Raven J.	Exhaust	200	X			X			х			X			X	P		30
Ross M.	Exterior		Х			X			х			x			X			22
5																		
5																		
15																		
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In the Employee Shift Schedule for Kelvin Cars, add a border to all the cells in range A10:S24.

**Correct Answer:** See explanation below. Section: (none) Explanation

Explanation/Reference: Explanation:





# Employee Shift Schedule for Kelvin Cars

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fx Adys	on Y.										H H	17 1717 1 1717	EE.		<u> </u>					
	A	В	C	D	E	F	G	н	1	J					N	0	Р	Q	R	S
1 Week	y Employee Shi	ft Schedule										1 EB	<u>111</u>	53 E						
2															-					
3	Week No.	28																		
4																				
5	Shift 1	8 am - 4 pm																		
6	Shift 2	4 pm - 12 am																		
7	Shift 3	12 am - 8 am																		
8				1	Monday	6)	1	Tuesday		We	dneso	day			Thursday	1		Friday		Shifts to date
9 Emplo	oyee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shi	ift 2 S	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
Adyso	n Y.	Exterior									Х	<			х			х		10
1 Alina L	·	Engine				х			x				х			Х			x	14
2 Ashan	ti M.	Engine			X						×	<			X					18
3 Cecilia	B.	Exhaust			x			х			X	<			x					25
4 Henry	В.	Brakes			x	Х			х							х		х	х	23
15 Jaiden	D.	Interior				х			x							х			х	27
16 Kael N	Λ.	Exhaust				х			x				х			х			x	17
17 Kellen	L.	Engine		х			X			х				Х			х			18
18 Kyan I	F.	Interior		х			х			X		-		X						12
19 Liana	C.	Brakes			×			x			X	<	p	IU	Sx			x		10
20 Lilliann	na K.	Interior			x			x		_	×	<	-	XC	omx			х		11
Litzy S	5.	Exterior				Х			X				Х			Х			x	6
22 Paytor	n P.	Brakes		х			×			х				х			х			23
23 Raven	ıJ.	Exhaust		х			х			х				х			х			30
24 Ross I	м.	Exterior		х			х			х	1			Х			х			22
25																				
26																				
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# **QUESTION 35**

SIMULATION

### Overview

In the following tasks, you will demonstrate your ability to work in Google Sheets. You are organizing and analyzing the schedule of employee shifts. Use the **Employee Shift Schedule for Kelvin Cars** sheet for all the tasks in this scenario.







Employee Shift Schedule for Kelvin Cars 🖄 🖿 File Edit View Insert Format Data Tools Add-ons Help <u>All changes saved in Drive</u>

# 

fx   =	SUM()																		
	A	в	с	D	E	F	G	H	- 14	101	ĸ	100	M	N	0	(p)	Q	R	s
w	eekly Employee Shi	ft Schedule																	
2		-																	
3	Week No.	28																	
	Shift 1	8 am - 4 pm																	
	Shift 2	4 pm - 12 am																	
	Shift 3	12 am - 8 am																	
5				1	Monday	,	3	luesday		W	ednesday		1	hursday	1		Friday		Shifts to date
Er	mployee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	- 0 10 10
0 Ac	dyson Y.	Exterior									X			X			Х		10
Al	lina L.	Engine				X			Х	1		х			X			X	14
2 As	shanti M.	Engine			Х						X			Х					18
Ce	ecilia B.	Exhaust			Х			Х			X			X					25
4 He	enry B.	Brakes			X	Х	_		X						X		X	X	23
5 Ja	aiden D.	Interior				X			X						X			X	27
6 Ka	ael M.	Exhaust			-	X			X	3		Х			X		3	X	17
7 Ke	ellen L.	Engine		х			X			x			X			х			18
Ку	yan F.	Interior		х			X			х			x						12
Lia	ana C.	Brakes	_		Х			Х		1	X			х			х		10
Lil	llianna K.	Interior			Х			Х		1	Х		X	Х			Х		11
1. Lit	tzy S.	Exterior				X			X			X			X			X	6
2 Pa	ayton P.	Brakes		X			X	( )		X			X	E		X	6		23
3 Ra	A REAL PROPERTY OF THE OWNER OF T	Exhaust		X			X			X			X			x			30
_	oss M.	Exterior		Х			×			X			X			X			22
5																			
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In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

**Correct Answer:** See explanation below. Section: (none) Explanation

Explanation/Reference: Explanation:



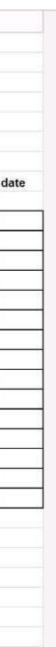


# Employee Shift Schedule for Kelvin Cars

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fx	=SUM()																				
	A	В	С	D	E	F	G	н	1	J	К	L	м	N	0	P	Q	R	S		
1	Weekly Employee Shi	ift Schedule																			
2																					
3	Week No.	28																			
4																					
5	Shift 1	8 am - 4 pm																			
6	Shift 2	4 pm - 12 am																			
7	Shift 3	12 am - 8 am																			
8	Monday								,	We	dnesday	esday			Thursday			Friday			
9	Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift :	3 Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3			
10	Adyson Y.	Exterior	=SUM(_)						1		X			X			X		10		
11	Alina L.	Engine	SUM(value	1, [valu	ie2,])	)		^ ×	X			X			X			X	14		
12	Ashanti M.	Engine	Example								X			X					18		
13	Cecilia B.	Exhaust	SUM(A2:A1	00, 101)	6						X			X					25		
14	Henry B.	Brakes	Summary Returns the s	upp of a cor	icc of pup	abora an	d/or collo		X						Х		Х	X	23		
15	Jaiden D.	Interior	Constants	un or a ser	ies of nun	ibers an	d/or cens.		X						X			X	27		
16	Kael M.	Exhaust	value1 The first num	ber or range	e to add to	gether.			X			X			X			X	17		
17	Kellen L.	Engine	value2 [opt	21500 ( Prob. 72		7.000				X		_	X			X			18		
18	Kyan F.	Interior	Additional nu	mbers or ra	nges to a	dd to val	luel.			X	E	DI	X						12		
19	Liana C.	Brakes	Learn more al	bout SUM							X		.com	X			X		10		
20	Lillianna K.	Interior			X			×			X		X	X			X		11		
21	Litzy S.	Exterior				Х	6		X			X			Х			X	6		
22	Payton P.	Brakes		х			X			х			х			X			23		
23	Raven J.	Exhaust		х			X		1	х			X			Х			30		
24	Ross M.	Exterior		X		1	X			Х			x			Х			22		
25							11			Î.	1	1		1				1			
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# Employee Shift Schedule for Kelvin Cars 👘 🖿

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<pre>&lt; =SUM(D10:R10)</pre>																		
A	В	С	D	E	F	G	:H	1	3	K	L	M	N	0	P	Q	R	s
Weekly Employee SI	nift Schedule																	
Week No	. 28																	
Shift	1 8 am - 4 pm																	
Shift	2 4 pm - 12 am																	
Shift	3 12 am - 8 am																	
				Monday	,	6	luesday		We	dnesday	ĸ	т	hursday	1		Friday		Shifts to date
Employee Name	Assignment	0 ×   Shifts	Shift 1	Shift 2	2 Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
Adyson Y.	Exterior	SUM D10:R1	0)							X			X			X		10
Alina L.	Engine	SUM(value)	, [val	ue2,]	)		~ ×	х			X			Х		Contraction and	X	14
Ashanti M.	Engine	Example	Example SUM(A2:A100, 101)							X			Х					18
3 Cecilia B.	Exhaust	SUM(A2:AT						ĺ		X		्र - अ	Х					25
Henry B.	Brakes	Summary Returns the su	ım of a se	ries of nu	mhers an	d/or cells		х				35		Х		X	X	23
Jaiden D.	Interior	→ value1		anes of the	ribero un	aror ocno.		Х						Х			X	27
6 Kael M.	Exhaust	The first number	per or rang	ge to add I	together.		0	х			X			X			X	17
7 Kellen L.	Engine	value2 [opt	ional] repe	eatable					-x			X			Х			18
Kyan F.	Interior	Additional nur			add to val	Lue1.			X	CΕ	n	X						12
Liana C.	Brakes	Learn more at	out SUM							X			Х			X		10
Lillianna K.	Interior			×			X			X		X	Х			X		11
Litzy S.	Exterior				Х			Х			X			Х			X	6
2 Payton P.	Brakes		Х			х			х			X			Х			23
Raven J.	Exhaust		Х			X			Х			X			Х			30
Ross M.	Exterior		Х			Х			х			X			X			22
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# Employee Shift Schedule for Kelvin Cars 👘 🖿

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	A	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	R	S
1	Weekly Employee Shi	ft Schedule																	
Z																			
3	Week No.	28																	
4																			
5	Shift 1	8 am - 4 pm																	
б	Shift 2	4 pm - 12 am																	
75	Shift 3	12 am - 8 am																	
В					Monday		554	Tuesday		Wed	Inesday	1	т	hursday	1		Friday		Shifts to dat
9	Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
0	Adyson Y.	Exterior	10						3		Х			Х			X		10
1	Alina L.	Engine	14			Х			Х			Х			Х			X	14
2	Ashanti M.	Engine	18		X						Х			Х	ŵ.			<b>1</b>	18
3	Cecilia B.	Exhaust	25		X			X			Х			Х					25
4	Henry B.	Brakes	23		X	Х			Х						Х		X	X	23
5	Jaiden D.	Interior	27			Х			Х						Х			X	27
6	Kael M.	Exhaust	17			Х	·		Х			Х			Х			X	17
7	Kellen L.	Engine	18	Х			X			X			X			Х			18
8	Kyan F.	Interior	12	х			х			X	<b>F</b>	in l	X		0				12
9	Liana C.	Brakes	10		X		6	X			X			X	3		X		10
20	Lillianna K.	Interior	11		X			X	1		Х		Х	Х			X		11
1	Litzy S.	Exterior	6			Х			Х			X			Х			X	6
2	Payton P.	Brakes	23	X			X			х			X			Х			23
3	Raven J.	Exhaust	30	Х			X			Х			X			Х			30
4	Ross M.	Exterior	22	×			X			Х			X			Х			22
5			_	Ô.															
26																			
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8																			
9																			

# **QUESTION 36**

SIMULATION

## Overview

In the following tasks, you will demonstrate your ability to work in Google Sheets. You are organizing and analyzing the schedule of employee shifts. Use the Employee Shift Schedule for Kelvin Cars sheet for all the tasks in this scenario.







Employee Shift Schedule for Kelvin Cars 🔅 🖿 File Edit View Insert Format Data Tools Add-ons Help <u>All changes saved in Drive</u>

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N	Veekly Employee Shi	ft Schedule																	
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3	Week No.	28																	
4																			
5	Shift 1	8 am - 4 pm																	
5	Shift 2	4 pm - 12 am																	
7	Shift 3	12 am - 8 am																	
3				1	Monday	•	8	Tuesday		W	ednesday		т	hursday	1		Friday		Shifts to date
9 E	imployee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
0 A	dyson Y.	Exterior		1							X			X			X		10
1 A	Jina L.	Engine				X			х	1		X			X			X	14
2 A	shanti M.	Engine			х					J	X			Х					18
3 C	Cecilia B.	Exhaust			X			X			X			X					25
4 H	lenry B.	Brakes			X	X			X						X		×	X	23
5 J.	aiden D.	Interior				X			X	1					X			X	27
6 K	ael M.	Exhaust				X			X			X			X			X	17
7 K	ellen L.	Engine		х			×			×			X			X			18
8 K	iyan F.	Interior		х			X			х			х						12
9 Li	iana C.	Brakes			Х			Х			X			Х			Х		10
0 L	illianna K.	Interior			х			Х			X		X	Х			Х		11
1. L	itzy S.	Exterior				X			Х			X			X			X	6
2 P	ayton P.	Brakes		x			X			х			X	E		X	6		23
3 R	taven J.	Exhaust		X			×			х			x			X			30
4 R	loss M.	Exterior		Х			×			х			X			X			22
5																			
6																			
7																			
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Change the fill color of the cells in the Tuesday and Thursday columns to any color of your choosing.

**Correct Answer:** See explanation below. Section: (none) Explanation

Explanation/Reference: Explanation:



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ŜX.	1																		
	A	В	C	D	E	F	G	Н	1	J	К	L	м	N	0	P	Q	R	S
3	Shift 2	4 pm - 12 am																	
4	Shift 1	8 am - 4 pm																	
5	Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
6	Henry B.	Brakes	23		x	х			х						х		Х	×	23
7	Liana C.	Brakes	10		x			х			×			Х			×		10
8	Payton P.	Brakes	23	X			x			х			х			х			23
9	Alina L.	Engine	14			Х			х			х			х			х	14
0	Ashanti M.	Engine	18		X						X			Х					18
1	Kellen L.	Engine	18	х			х		2	Х			X			Х			18
2	Cecilia B.	Exhaust	25		X			Х			X			Х					25
3	Kael M.	Exhaust	17			Х			X			X			Х			X	17
4	Raven J.	Exhaust	30	Х			х			Х			X			Х			30
5	Adyson Y.	Exterior	10						- A-		X			Х			X		10
6	Litzy S.	Exterior	6			х			X			X			х			X	6
7	Ross M.	Exterior	22	Х			х			Х			X			Х			22
8	Jaiden D.	Interior	27			Х			Х						Х			X	27
9	Kyan F.	Interior	12	X			х		1	_X			X						12
20	Lillianna K.	Interior	11		х			х			X	In	X	X			х		11
21	Weekly Employee Shi	ft Schedule										P			2				
22																			
3									10										
24				1	Monday			Tuesday		Wed	inesday	-	Т	hursday	1		Friday	y	Shifts to date
5																			
26																			

# **QUESTION 37**

SIMULATION

## Overview

In the following tasks, you will demonstrate your ability to work in Google Sheets. You are organizing and analyzing the schedule of employee shifts. Use the **Employee Shift Schedule for Kelvin Cars** sheet for all the tasks in this scenario.







Employee Shift Schedule for Kelvin Cars

# 

fx	=SUM()																		
	A	θ	с	D	E	F	G	H	- 4	390	ĸ	10	M	N	0	(p)	Q	R	S
1	Weekly Employee Shi	ft Schedule																	
2																			
3	Week No.	28																	
4																			
5	Shift 1	8 am - 4 pm																	
5	Shift 2	4 pm - 12 am																	
7	Shift 3	12 am - 8 am																	
8					Monday		3	Tuesday		W	ednesday		т	hursday	1		Friday		Shifts to date
9	Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
0	Adyson Y.	Exterior									X			X			Х		10
1	Alina L.	Engine				Х			Х	1		X			X			X	14
2	Ashanti M.	Engine			х						X			Х					18
3	Cecilia B.	Exhaust			Х			×			X			X					25
4	Henry B.	Brakes			X	X			X	2					X		X	X	23
5	Jaiden D.	Interior				X			X						x			×	27
6	Kael M.	Exhaust				X			X	2		X			X			X	17
7	Kellen L.	Engine		X			X			×			X			х			18
8	Kyan F.	Interior		x			X			х			x						12
9	Liana C.	Brakes			Х			х			X			Х	S		Х		10
0	Lillianna K.	Interior			х			х		1	X		X	Х			Х		11
1.0	Litzy S.	Exterior				Х			X			X			X			X	6
2	Payton P.	Brakes		X			X	( ) 		X			X	E.		X	6		23
3	Raven J.	Exhaust		X			X			X		Į	X			X			30
14	Ross M.	Exterior		Х			X			X			X			X			22
5																			
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Filter the table so that only shifts with "brakes" assignments are viewable.

**Correct Answer:** See explanation below. Section: (none) Explanation

Explanation/Reference: Explanation:



# Employee Shift Schedule for Kelvin Cars

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	B	С																
Shift	28		D	E	F	G	н	1	L	к	L	м	N	0	Р	Q	R	S
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Shift :	3 12 am - 8 am	Sort A	→ 7															
	2 4 pm - 12 am		10.000															
	1 8 am - 4 pm	Sort Z	→ A															
Employee Name	Assignment						Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2		Shift 1	Shift 2		
Henry B.	Brakes	Filter b	v conditio	n				Х						х		Х	Х	23
Liana C.	Brakes						Х			Х			Х			Х		10
Payton P.	Brakes	✓ Filter b	y values				_		X			Х			х			23
Alina L.	Engine	Select all -	Clear				-	Х			Х	-	1.000	Х			Х	14
Ashanti M.	Engine						<u></u>			X	-		X					18
Kellen L.	Engine	- E				Q	10.4		Х			X			Х			18
Cecilia B.	Exhaust					~	X	-		X			X	0	s			25
Kael M.	Exhaust					1		Х			Х			Х			X	17
Raven J.	Exhaust	✓ Br	akes				_	-	Х			X	-		X			30
Adyson Y.	Exterior	En	gine				-	-		X			X	5		X		10
Litzy S.	Exterior						_	Х			Х			Х			X	6
Ross M.	Exterior	Ex	haust						Х			X			Х			22
Jaiden D.	Interior	Ex	terior				-	Х				1	_	Х			X	27
Kyan F.	Interior	1000							Х			<u>×</u>	-		_			12
Lillianna K.	Interior				-	_	X			X		X	X	Ч	3	X		11
Weekly Employee Sh	hift Schedule		Ca	ncel	0	к								C	bm	-		
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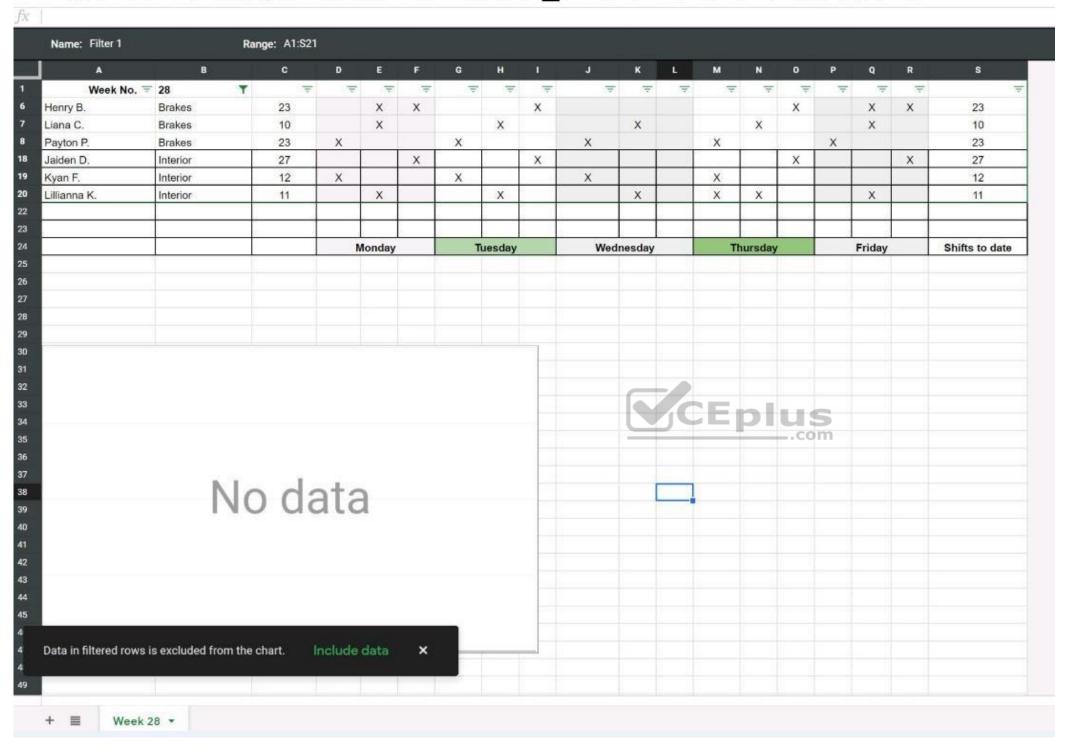




# Employee Shift Schedule for Kelvin Cars 👘 🖿

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#### QUESTION 38 SIMULATION

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.





# Carriage of Goods by Road (CGR)

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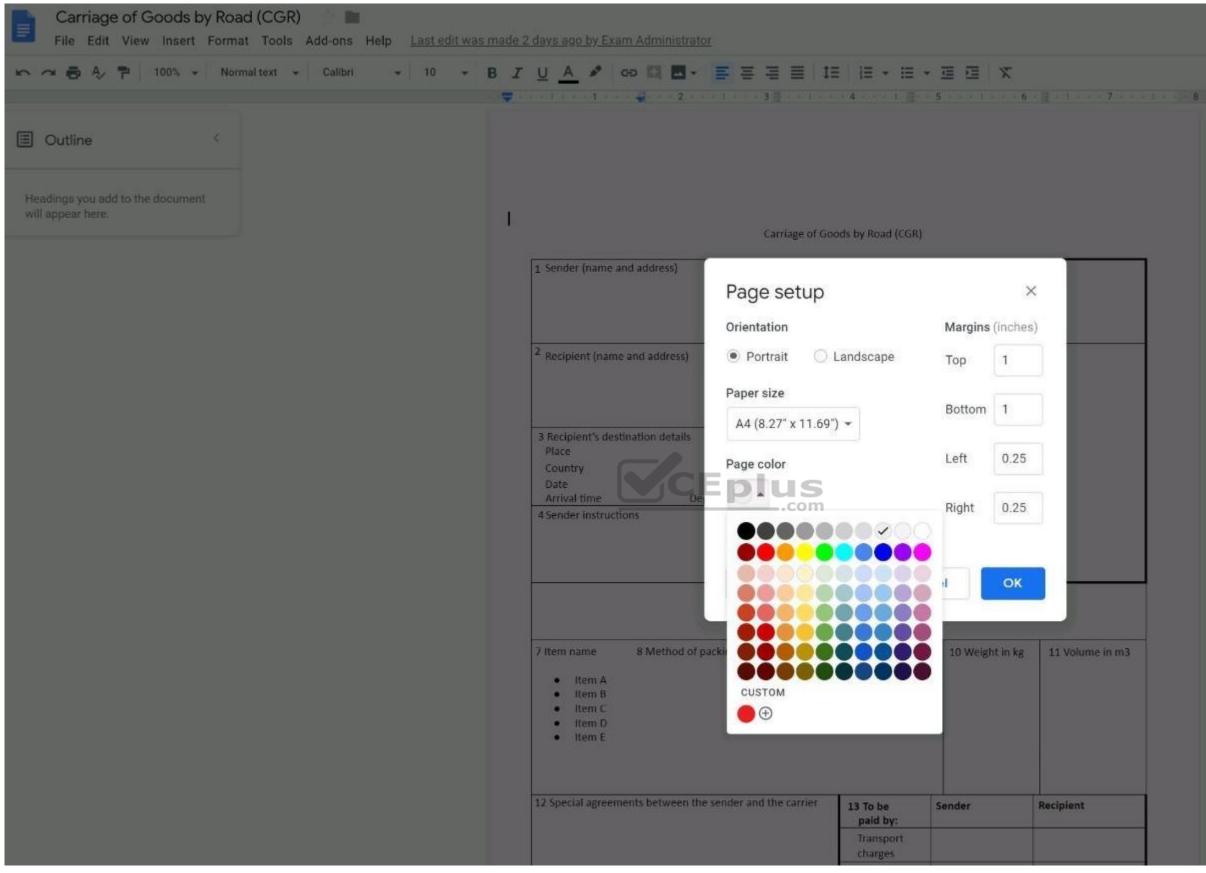
L	
Carriage of	Goods by Road (CGR)
1 Sender (name and address)	5 Carrier (name and address)
<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting goods
3 Recipient's destination details Place Country Date Arrival time Departure time	
4 Sender instructions	Eplus
7 Item name 8 Method of packing 9 Nature o Item A Item B Item C Item D Item E	of goods 10 Weight in kg 11 Volume in m3
12 Special agreements between the sender and the carrier	13 To be Sender Recipient

In the Carriage of Goods by Road (CGR), change the color of the page to white.

Correct Answer: See explanation below. Section: (none) Explanation

Explanation/Reference : Explanation:





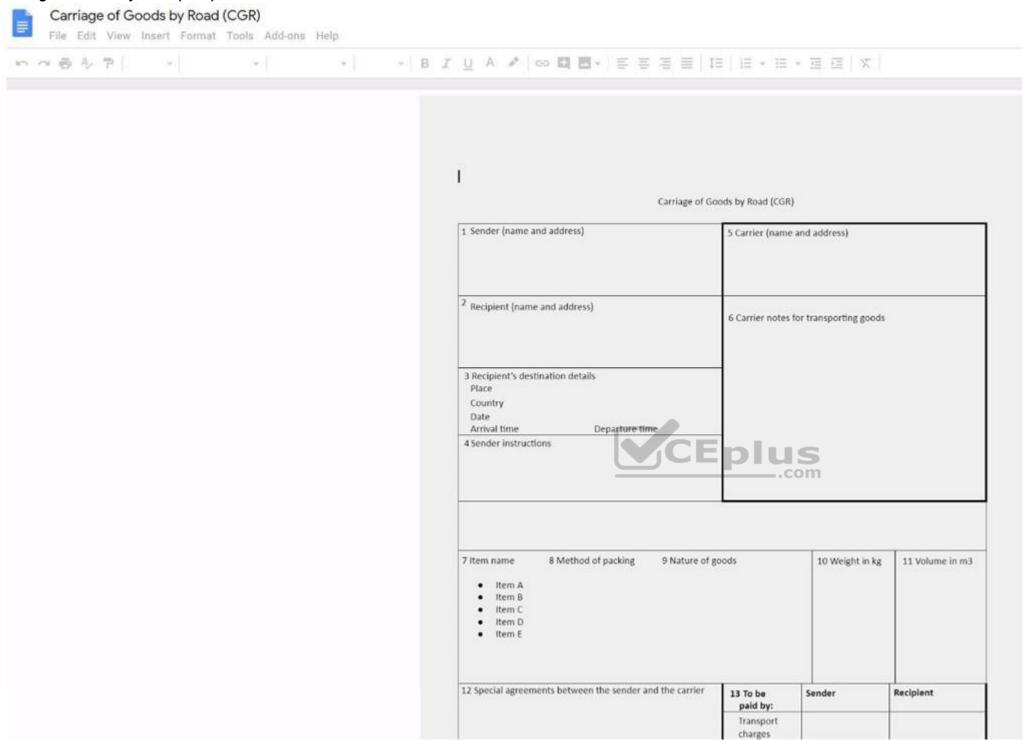
**QUESTION 39** SIMULATION

Overview





In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.



Increase the font size of the document title, Carriage of Goods by Road (CGR), to 18.

Correct Answer: See explanation below. Section: (none) Explanation

Explanation/Reference

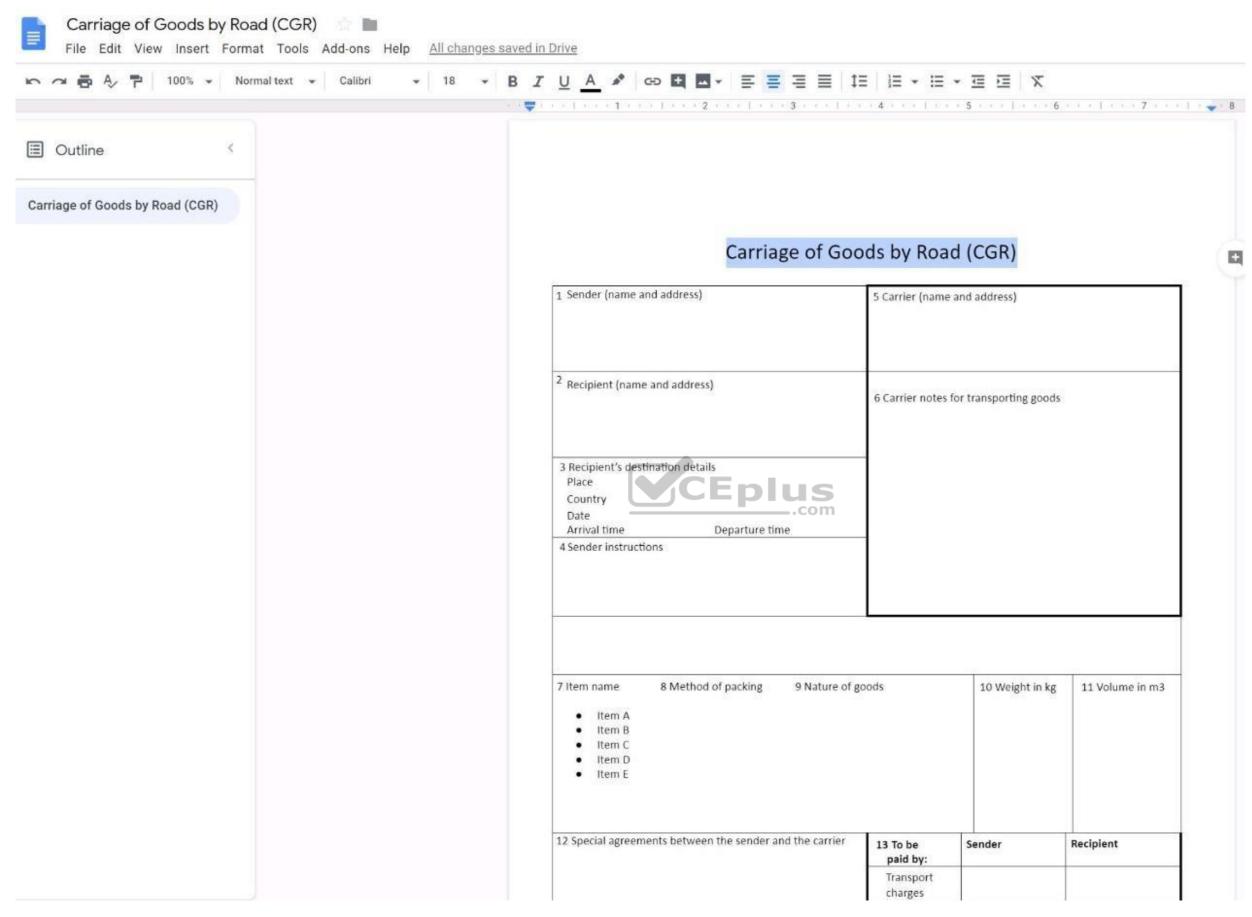
: Explanation:



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	10		
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will appear here.	12		
	14		oods by Road (CGR)
	18	1 Sender (name and address)	5 Carrier (name and address)
	24		
	30	-	
	36	<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting goods
	48		
	60	3 Recipient's destination details	
	72	Place	
	96	Date CEDIUS	
		Arrival time Departure time COM 4 Sender instructions	-
		7 Item name 8 Method of packing 9 Nature of g	goods 10 Weight in kg 11 Volume
		Item A     Item B	
		Item C     Item D	
		Item E	
		12 Special agreements between the sender and the carrier	13 To be Sender Recipient
			paid by: Transport
			charges



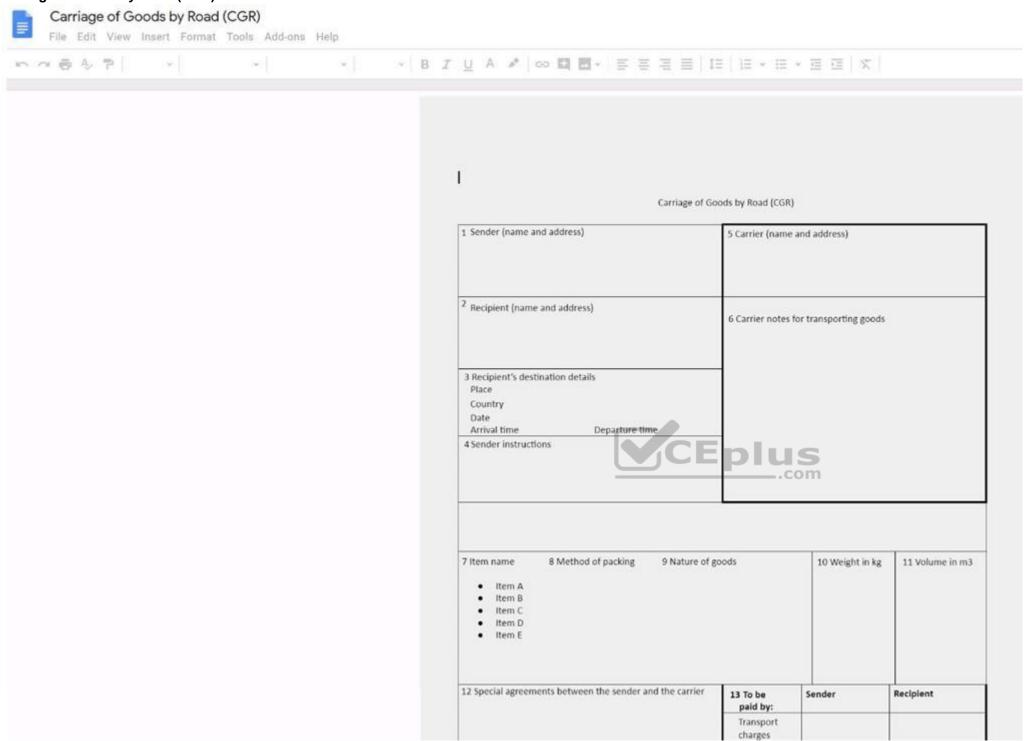




QUESTION 40 SIMULATION Overview



In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.



Insert the company logo, **cascara\_logo.png**, at the top of the page, under Carriage of Goods by Road (CGR) title.

Correct Answer: See explanation below. Section: (none) Explanation

Explanation/Reference

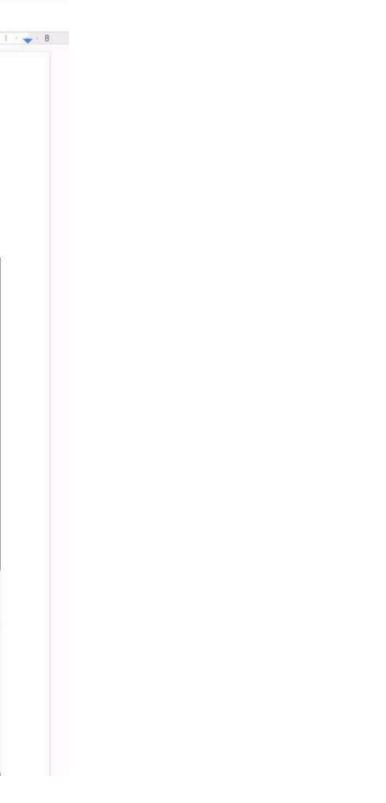


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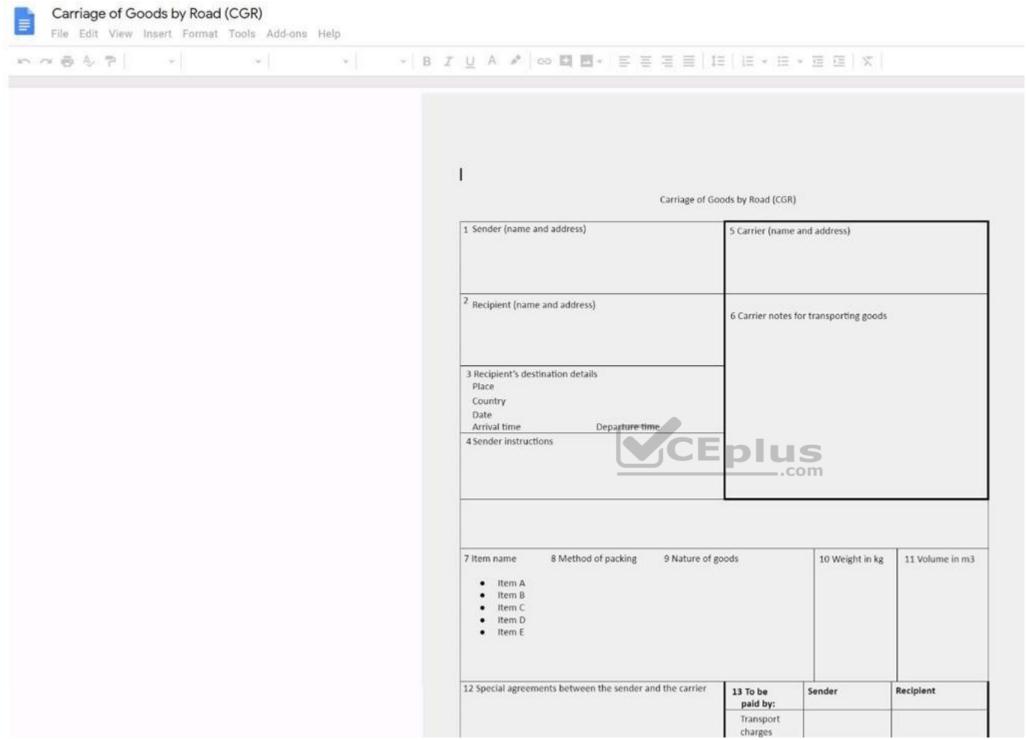
QUESTION 41 SIMULATION

Overview





In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.



Delete the blank row underneath 4 Sender instructions.

Correct Answer: See explanation below. Section: (none) Explanation

**Explanation/Reference** : Explanation:





# Carriage of Goods by Road (CGR)

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	1 Sender (name and address)	5 Carrier (name and address)	<ul><li>Suggest edits</li><li>Save to Keep</li></ul>
	<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting gooc	Insert row above Insert row below Insert column left
	Arrival time Departure time	us com	Insert column right Delete row Delete column
	4 Sender instructions		Delete table Unmerge cells
	7 Item name 8 Method of packing 9 Nature of good	ds 10 Weight in kį	Distribute rows Distribute columns
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	Item D     Item E		Select all matching text Update 'Normal text' to match





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	1 Sender (name and address)	5 Carrier (name and address)	
	<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting goods	
	3 Recipient's destination details	_	
	Place Country		
	Date Arrival time Departure time		
	4 Sender instructions		
	7 Item name 8 Method of packing 9 Nature of		
	<ul> <li>Item name 8 Method of packing 9 Nature of</li> <li>Item A</li> </ul>	goods 10 Weight in kg	11 Volume in n
	Item B     Item C		
	Item D     Item E		
	12 Special agreements between the sender and the carrier	13 To be Sender	Recipient
		paid by: Transport	
		charges	

QUESTION 42 SIMULATION





### Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.

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			1	Carriage of Goods by Road (CGR	0	
			1 Sender (name and address)	5 Carrier (name	e and address)	
			<sup>2</sup> Recipient (name and address)	6 Carrier notes	for transporting goods	9
			3 Recipient's destination details Place Country Date Arrival time Departure time 4 Sender instructions	CEplu	S	
			7 Item name 8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3
			<ul> <li>Item A</li> <li>Item B</li> <li>Item C</li> <li>Item D</li> <li>Item E</li> </ul>			
			12 Special agreements between the sender and			

In the cell titled **7 Item name**, change the bulleted list to a numbered list.

Correct Answer: See explanation below. Section: (none) Explanation



Explanation/Reference : Explanation:





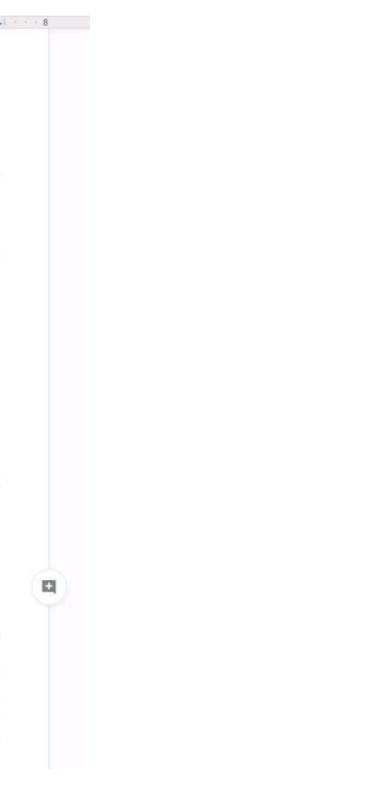
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	1 Sender (name and address)	5 Carrier (name and address)
	<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting goods
	3 Recipient's destination details Place Country	
	Date Arrival time 4 Sender instructions	S
	7 Item name 8 Method of packing 9 Nature of	goods 10 Weight in kg 11 Volume in m3
	<ul> <li>Item A</li> <li>Item B</li> <li>Item C</li> <li>Item D</li> <li>Item E</li> </ul>	
	12 Special agreements between the sender and the carrier	13 To be Sender Recipient paid by:
		Transport charges Extra charges
		Customs Other charges

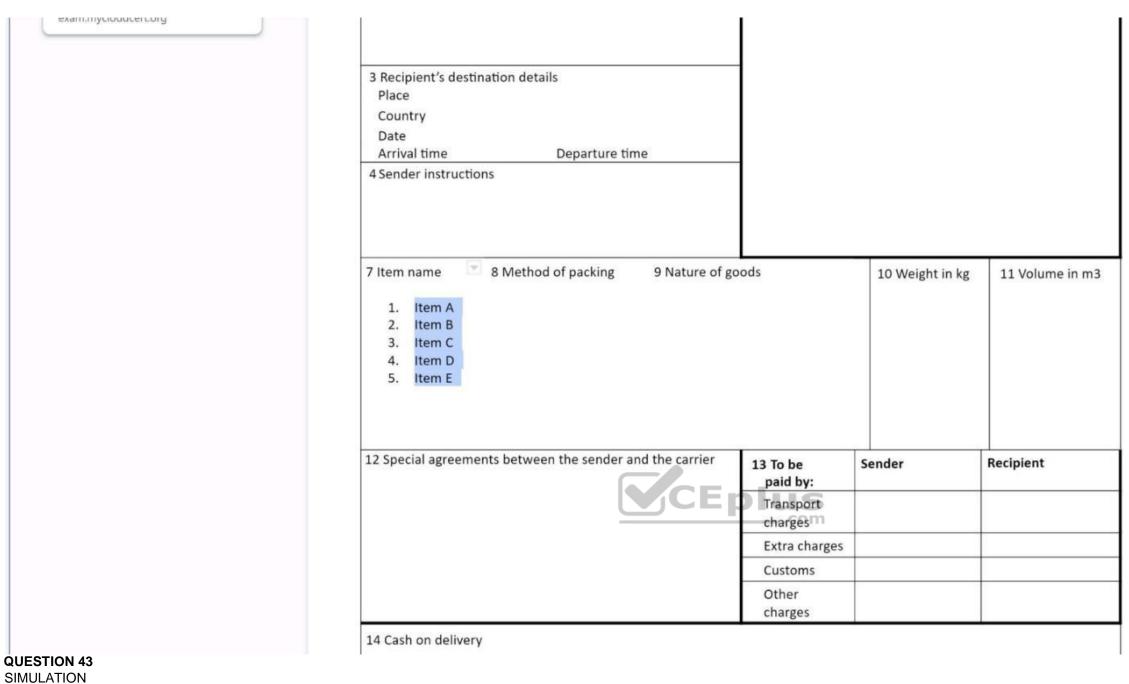




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	<sup>2</sup> Recipient (name and address)	6 Carrier notes fo	or transporting goods	
	3 Recipient's destination details Place	_		
	Country Date Arrival time 4 Sender instructions	5		
		0111		
	7 Item name 8 Method of packing 9 Nature of 1. Item A	goods	10 Weight in kg	11 Volume in m3
	2. Item B 3. Item C 4. Item D 5. Item E			
	12 Special agreements between the sender and the carrier	13 To be	Sender	Recipient
		paid by: Transport		
		charges		
		Extra charges Customs		







# SINULATIO

# Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.







# Carriage of Goods by Road (CGR)

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- ř			
Carriage of Goods by Road (CGR)			
1 Sender (name and address)	5 Carrier (name and address)		
<sup>2</sup> Recipient (name and address)	6 Carrier notes for transporting goods		
3 Recipient's destination details Place Country Date Arrival time Departure time			
4 Sender instructions	plus		
7 Item name 8 Method of packing 9 Nature of • Item A • Item B • Item C • Item D • Item E	goods 10 Weight in kg 11 Volume	e in m3	
12 Special agreements between the sender and the carrier	13 To be Sender Recipient		

Insert the electronic signature, *carrier\_signature.png*, in the cell titled, **17 Signature or stamp of the carrier**.

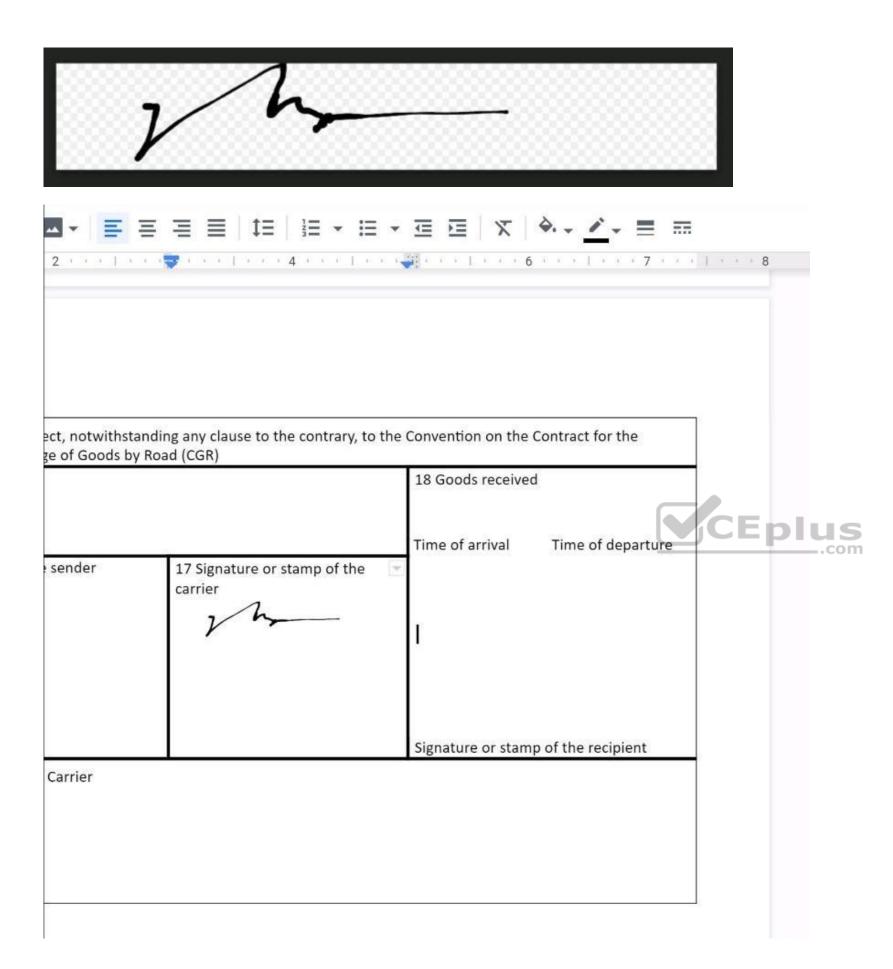
Correct Answer: See explanation below. Section: (none) Explanation



Explanation/Reference : Explanation:









15 Date		18 Goods received		
16 Signature or stamp of the sender	17 Signature or stamp of the carrier	Time of arrival	Time of departure	
Unofficial notes reserved for Carrier		Signature or stan	np of the recipient	
			CEplu	

## Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the **Carriage of Goods by Road (CGR)** for all the tasks in this scenario.





# Carriage of Goods by Road (CGR)

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			I			
			Carriage of Goods by Road (CGR)			
			1 Sender (name and address)	5 Carrier (name		
			<sup>2</sup> Recipient (name and address)	6 Carrier notes	for transporting goods	
			3 Recipient's destination details Place Country Date Arrival time Departure time 4 Sender instructions			
				plų	S	
			7 Item name 8 Method of packing 9 Nature of Item A Item B Item C Item D Item E	goods	10 Weight in kg	11 Volume in m3
			12 Special agreements between the sender and the carrier	13 To be paid by:	Sender	Recipient
				Transport charges		

Add a comment and attach it to No 1234567 at the bottom of page 2. Address the comment to jenna@cascaraco.com. The comment should say Please review and approve the document.

Correct Answer: See explanation below. Section: (none) Explanation



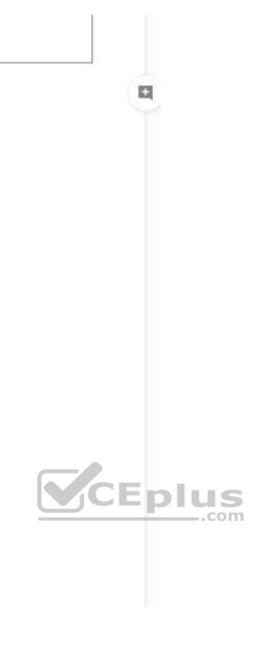
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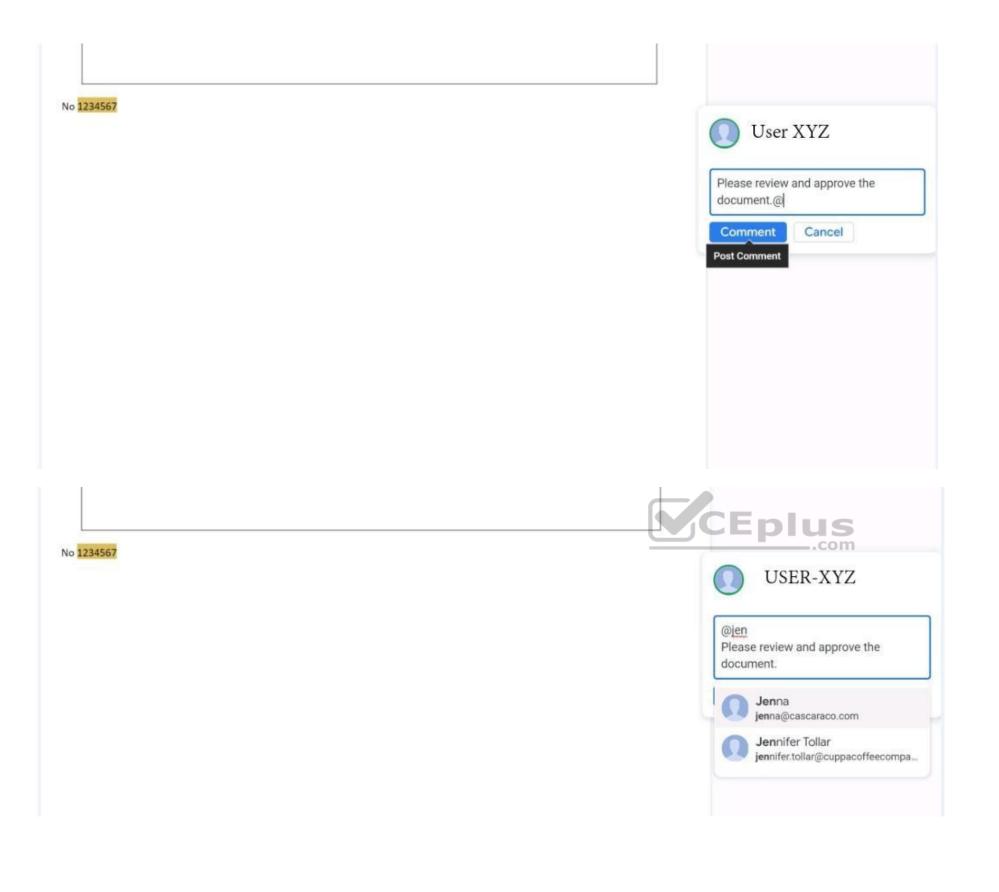


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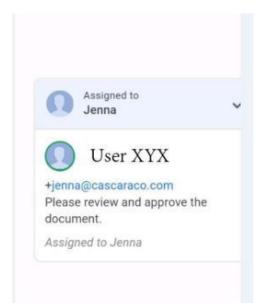
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	Define '1234567'	Ctrl+Shift+Y
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X	Clear formatting	Ctrl+\











# QUESTION 45 SIMULATION

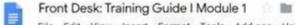
No 1234567

#### Overview

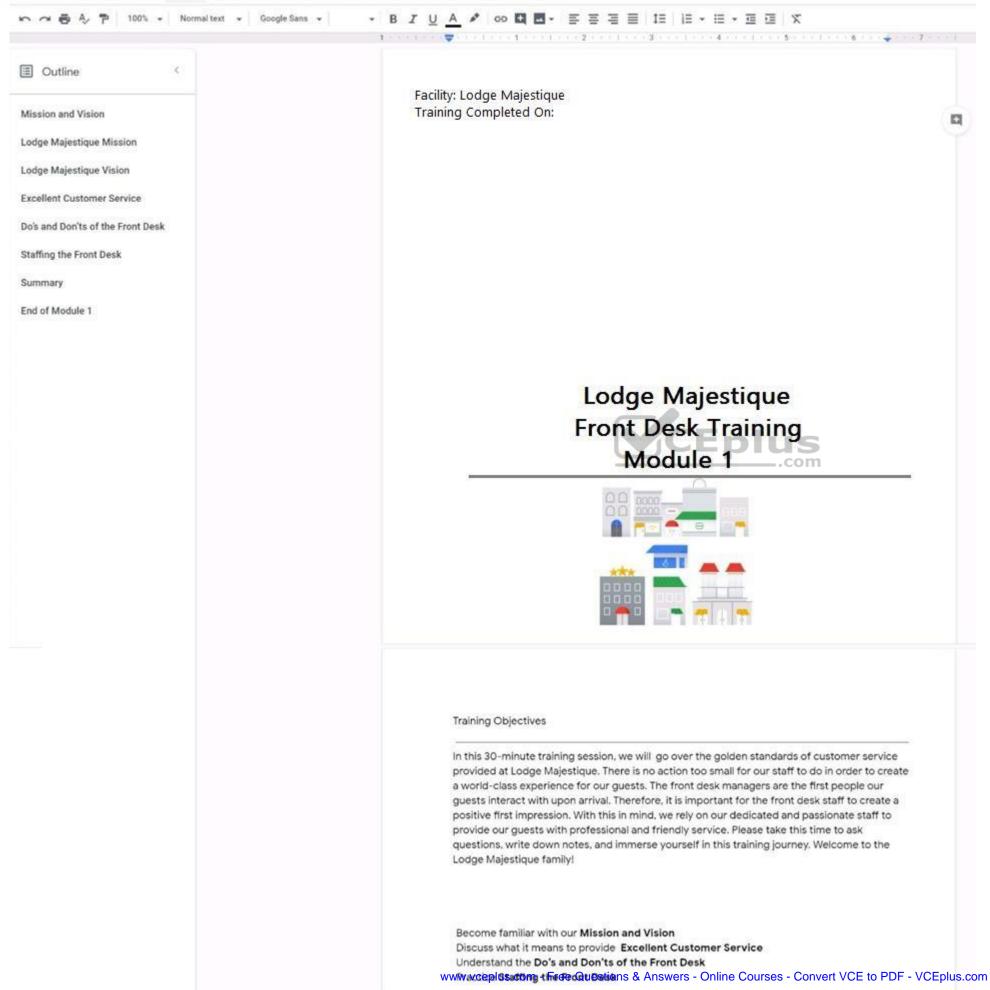
In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the **Front Desk: Training Guide | Module 1** for all the tasks in this scenario.







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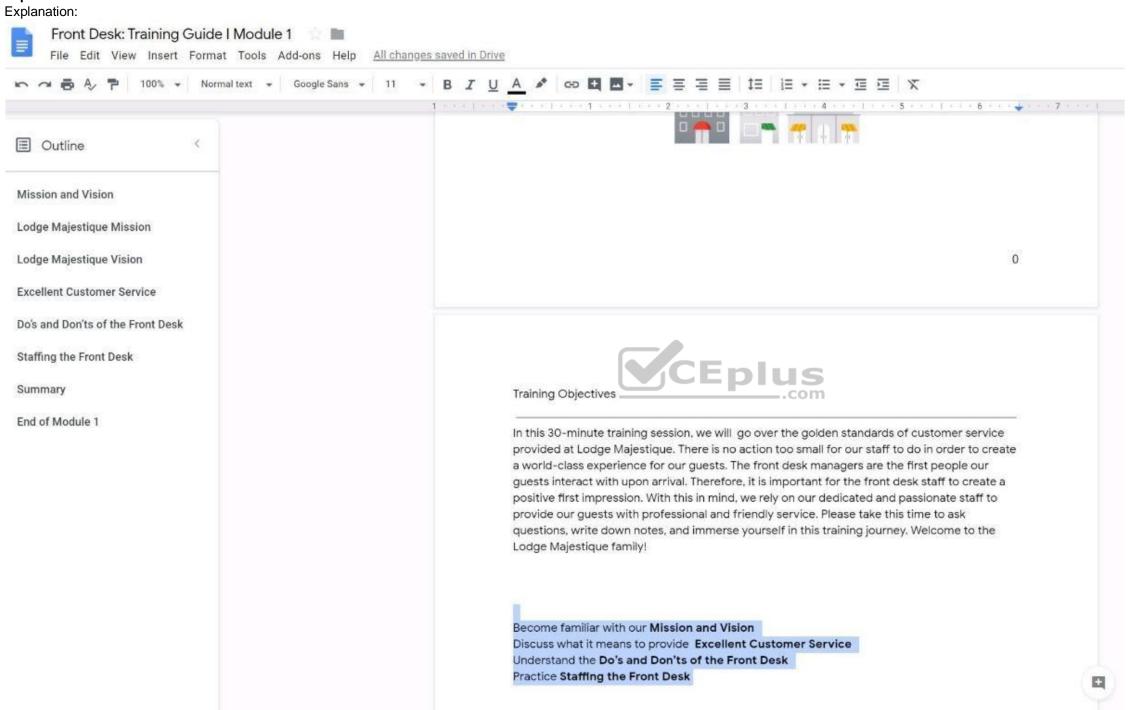




On page 2 of the Front Desk: Training Guide | Module 1, format the 4 training objectives as a bulleted list.

Correct Answer: See explanation below. Section: (none) Explanation

Explanation/Reference:







# Front Desk: Training Guide I Module 1 👘 🖿

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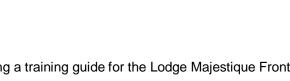
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<ul> <li>Outline </li> <li>Mission and Vision</li> </ul>	
Lodge Majestique Mission Lodge Majestique Vision Excellent Customer Service Do's and Don'ts of the Front Desk	0
Staffing the Front Desk Summary End of Module 1	Training Objectives In this 30-minute training session, we will go over the golden standards of customer service provided at Lodge Majestique. There is no action too small for our staff to do in order to create a world-class experience for our guests. The front desk managers are the first people our guests interact with upon arrival. Therefore, it is important for the front desk staff to create a positive first impression. With this in mind, we rely on our dedicated and passionate staff to provide our guests with professional and friendly service. Please take this time to ask questions, write down notes, and immerse yourself in this training journey. Welcome to the Lodge Majestique family!
	<ul> <li>Become familiar with our Mission and Vision</li> <li>Discuss what it means to provide Excellent Customer Service</li> <li>Understand the Do's and Don'ts of the Front Desk</li> <li>Practice Staffing the Front Desk</li> </ul>

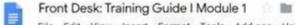
#### QUESTION 46 SIMULATION

#### Overview

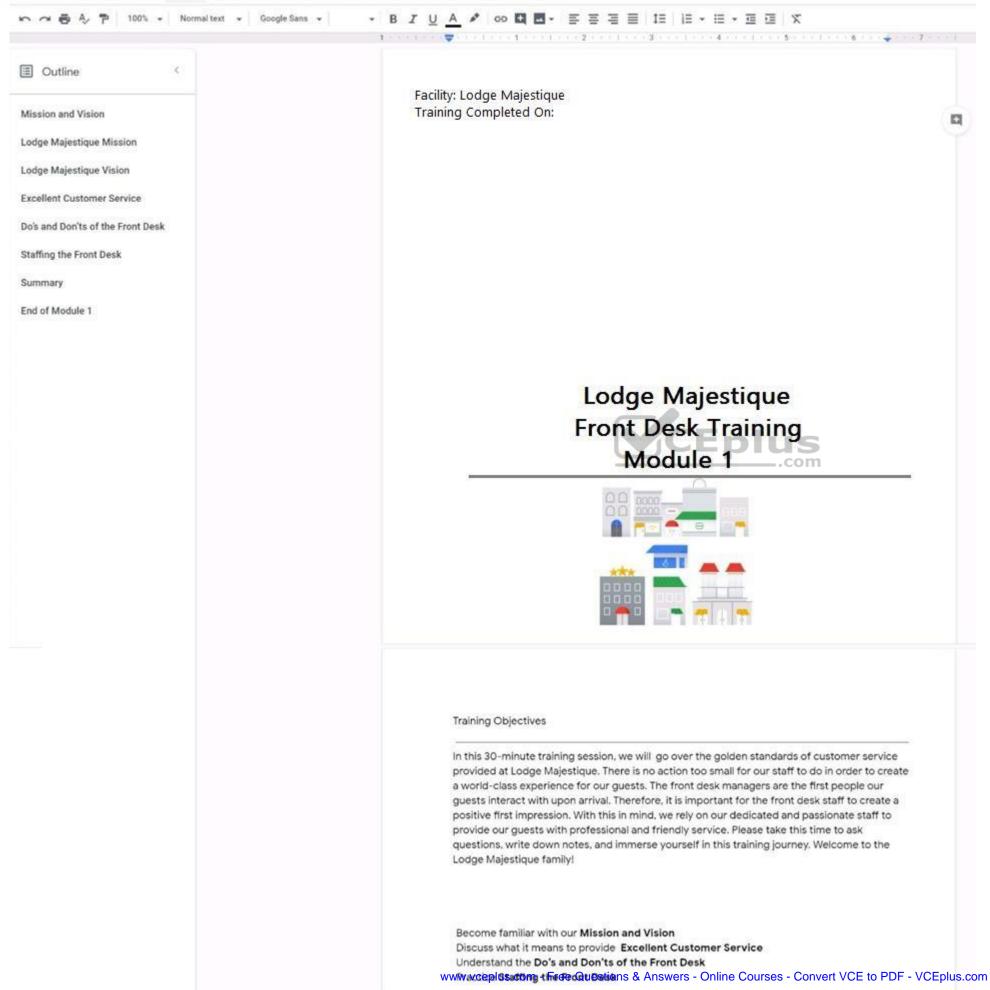
In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.







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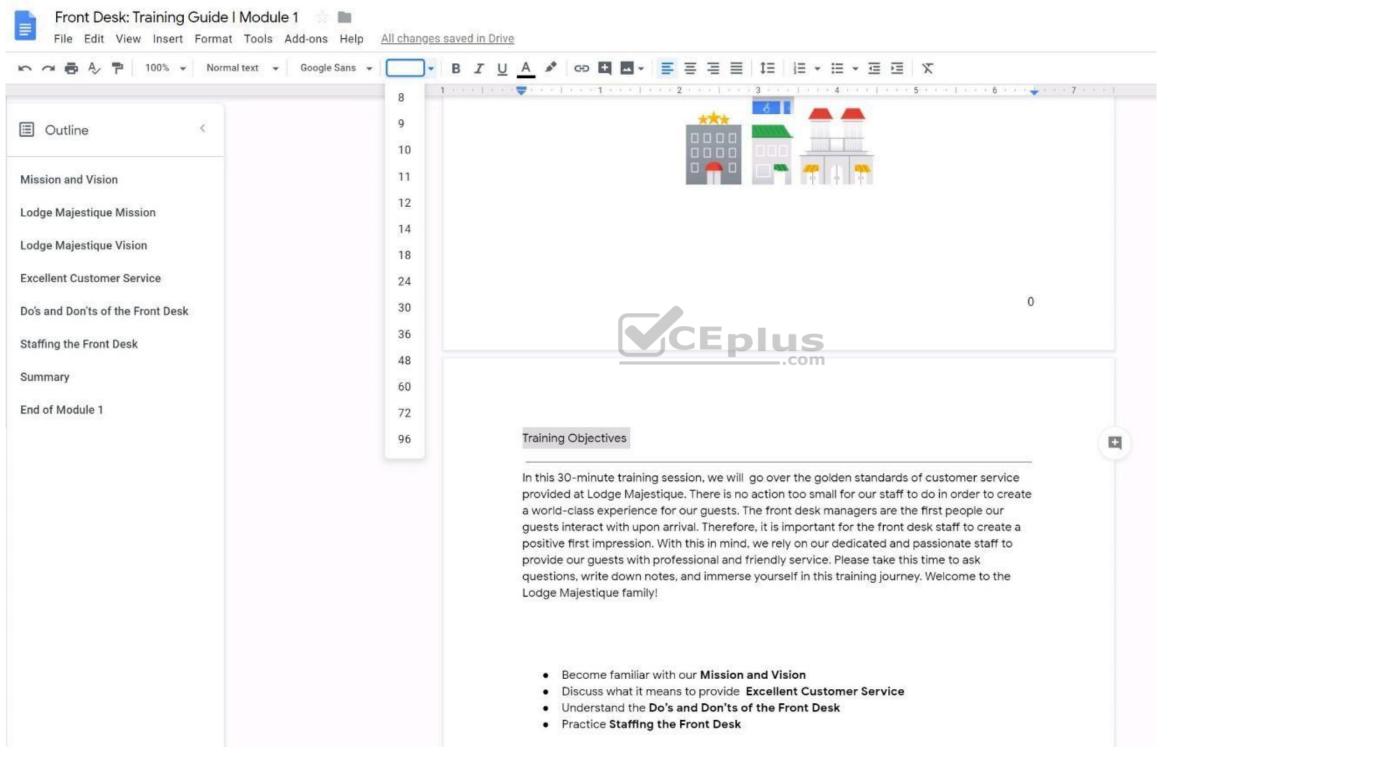


On page 2 of the Front Desk: Training Guide | Module 1, increase the font size of the Training Objectives section title to 14.

Correct Answer: See explanation below. Section: (none) Explanation

## Explanation/Reference:

Explanation:





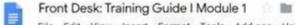


#### Overview

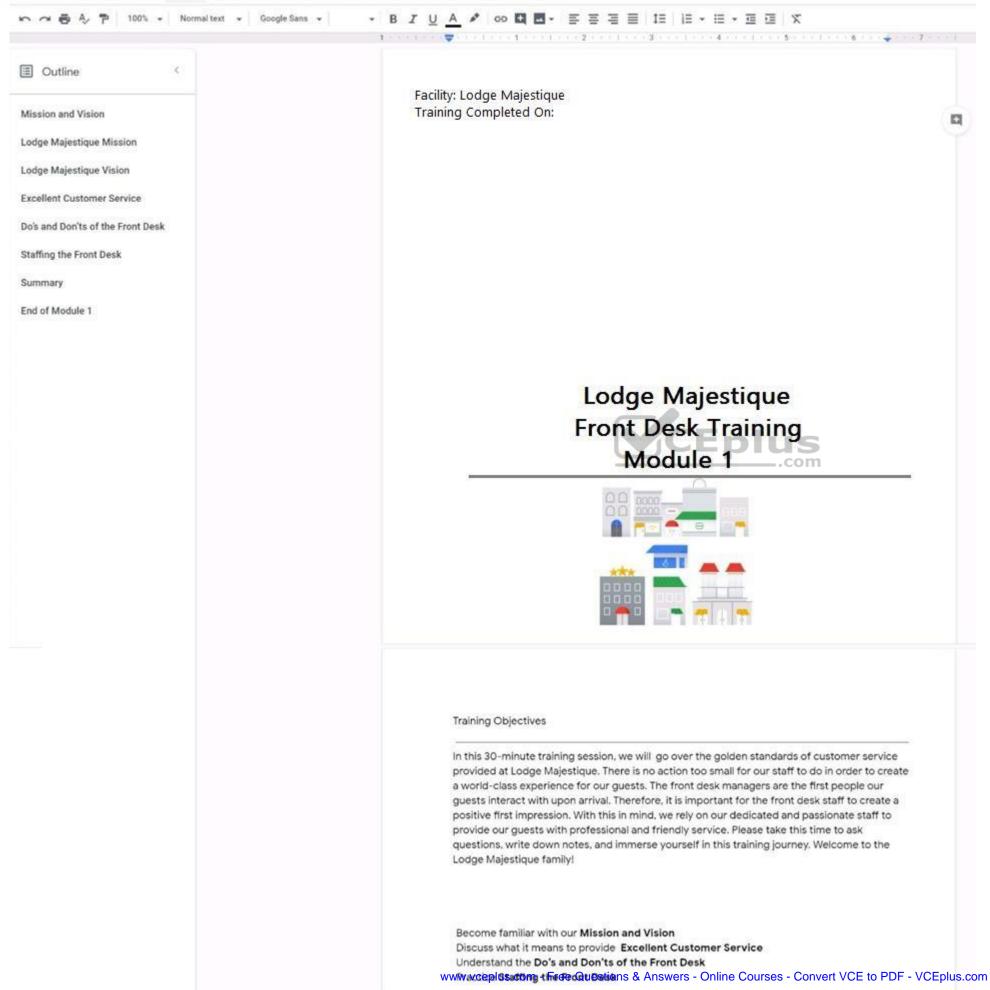
In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.







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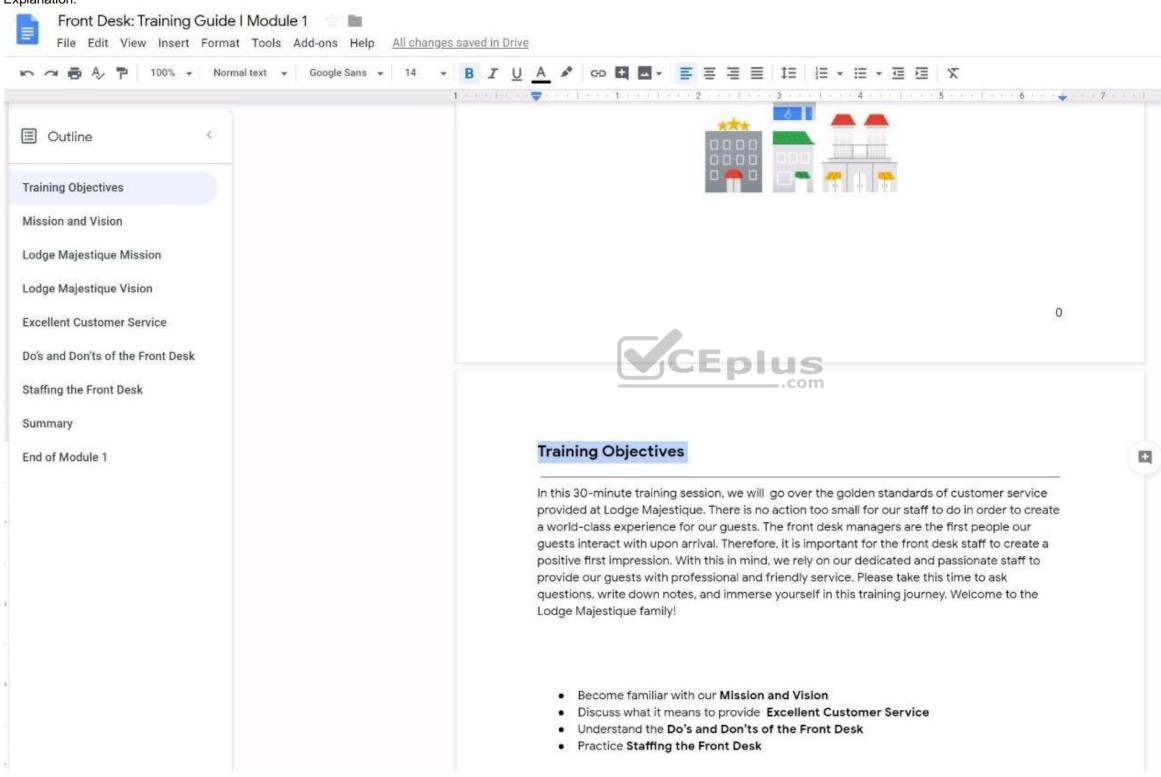


On page 2 of the training guide, make the Training Objectives title bold.

Correct Answer: See explanation below. Section: (none) Explanation

Explanation/Reference:

Explanation:



**QUESTION 48** 





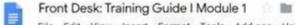
## SIMULATION

#### Overview

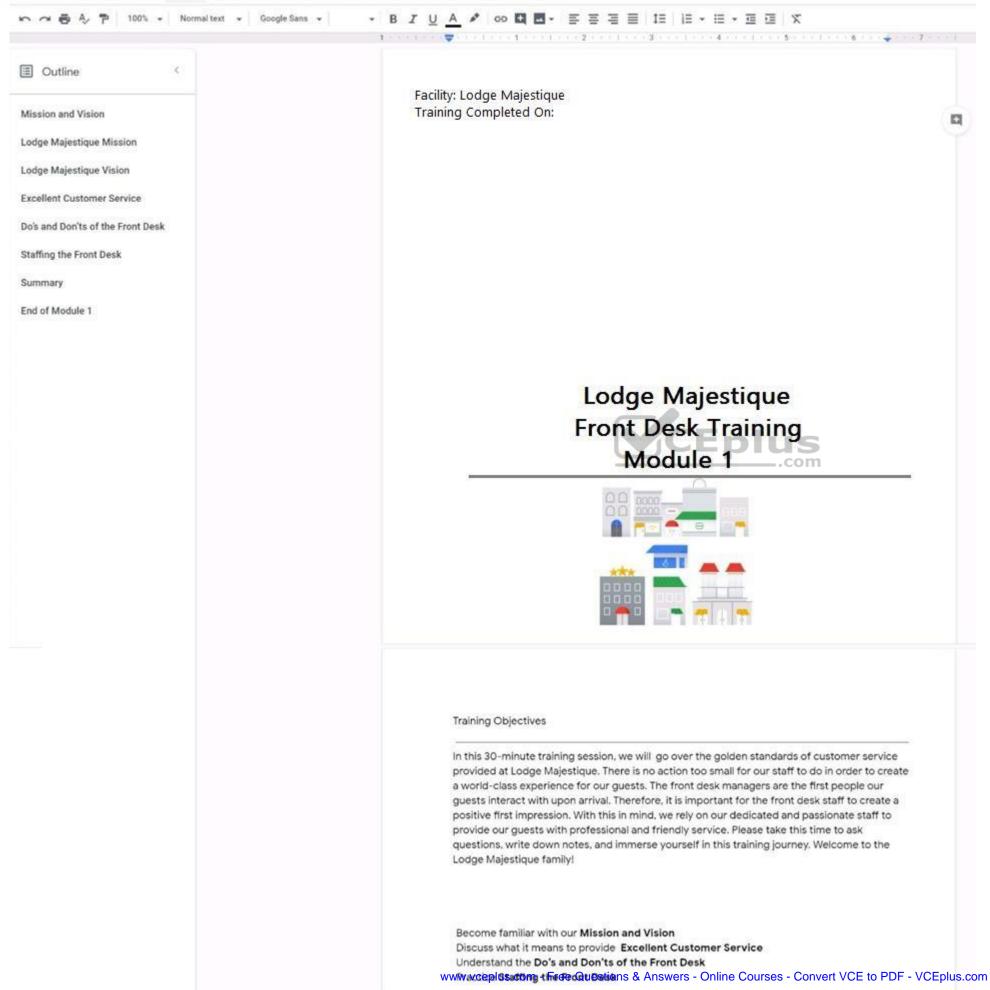
In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.







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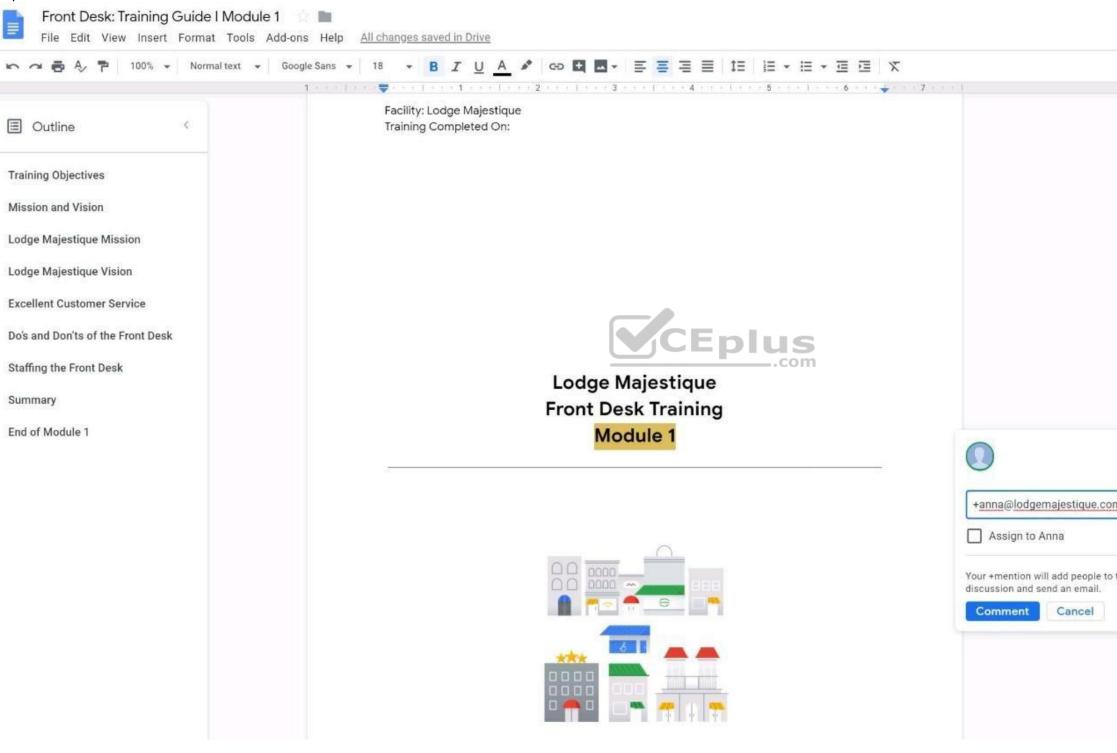


On the front page of the training guide, highlight Module 1 and leave a comment for your manager, anna@lodgemajestique.com. The comment should say Approved, ready for print.

Correct Answer: See explanation below. Section: (none) Explanation

#### Explanation/Reference:

Explanation:





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## Front Desk: Training Guide I Module 1 👘 🖿

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