

GSuite

Number: GSuite
Passing Score: 800
Time Limit: 120 min
File Version: 1

GSuite



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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.)



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- 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 document
- E. 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**

<https://vceplus.com/>

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-29503>

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 another
- D. 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 type 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 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**



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- 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

You have negotiated a new deal with a customer. You now want to finalize their contract with your company for an annual supply of coffee beans.



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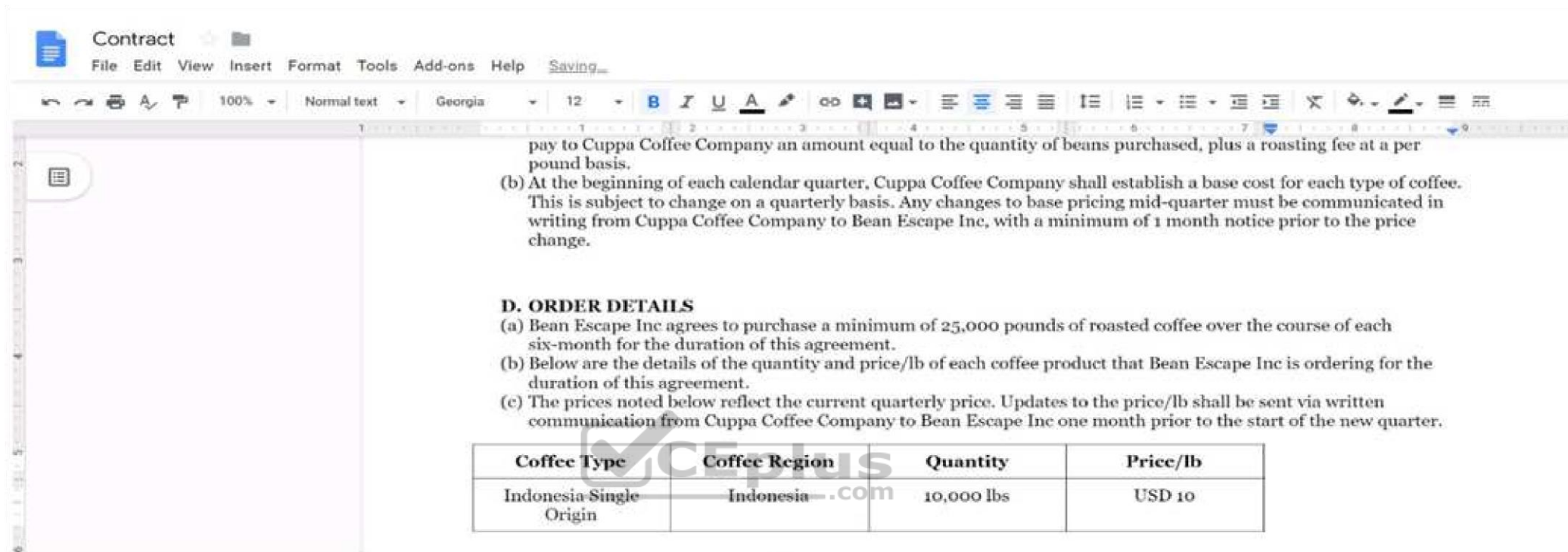
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1. Our Company & Team

Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small businesses, cafes, restaurants, and corporations around the world. We started out small – three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated



Contract

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pay to Cuppa Coffee Company an amount equal to the quantity of beans purchased, plus a roasting fee at a per pound basis.

(b) At the beginning of each calendar quarter, Cuppa Coffee Company shall establish a base cost for each type of coffee. This is subject to change on a quarterly basis. Any changes to base pricing mid-quarter must be communicated in writing from Cuppa Coffee Company to Bean Escape Inc, with a minimum of 1 month notice prior to the price change.

D. ORDER DETAILS

(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.

(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.

(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.

Coffee Type	Coffee Region	Quantity	Price/lb
Indonesia Single Origin	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

Explanation/Reference:

Explanation:



Contract

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Cuppa Coffee Company - Supplier Contract

Table of Content



1. Our Company & Team

2. Agreement Details

TERM

PRODUCTS

PRICE

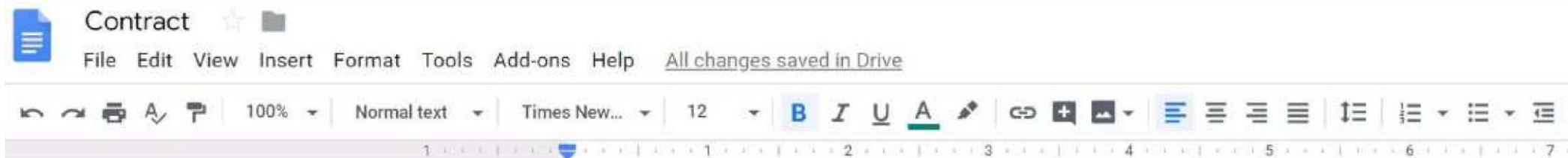
ORDER DETAILS

PAYMENT

CONFIDENTIALITY

<https://vceplus.com/>





Cuppa Coffee Company - Supplier Contract



1. Our Company & Team

2. Agreement Details

TERM

PRODUCTS

PRICE

ORDER DETAILS

PAYMENT

CONFIDENTIALITY

QUESTION 15

SIMULATION

Overview

You have negotiated a new deal with a customer. You now want to finalize their contract with your company for an annual supply of coffee beans.



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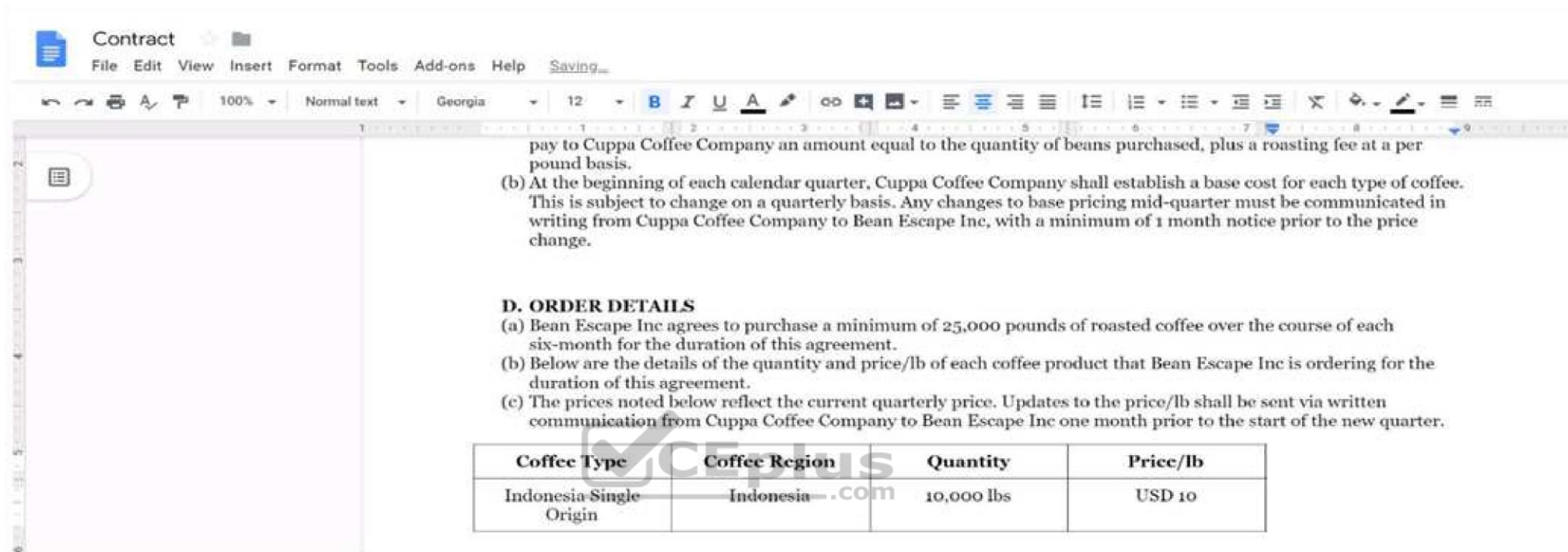
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Proprietary and Confidential - Cuppa Coffee Company

Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffees for local small businesses, cafes, restaurants, and corporations around the world. We started out small – three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated



Contract

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100% Normal text Georgia 12

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(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.

(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.

(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.

Coffee Type	Coffee Region	Quantity	Price/lb
Indonesia Single Origin	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

Explanation/Reference:

Explanation:

Contract

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pay to Cuppa Coffee Company an amount equal to the quantity of beans purchased, plus a roasting pound basis.

(b) At the beginning of each calendar quarter, Cuppa Coffee Company shall establish a base cost for ea This is subject to change on a quarterly basis. Any changes to base pricing mid-quarter must be cor writing from Cuppa Coffee Company to Bean Escape Inc, with a minimum of 1 month notice prior t change.

D. ORDER DETAILS

(a) Bean Escape Inc agrees to purchase a minimum of 25,000 pounds of roasted coffee over the course six-month for the duration of this agreement.

(b) Below are the details of the quantity and price/lb of each coffee product that Bean Escape Inc is ord duration of this agreement.

(c) The prices noted below reflect the current quarterly price. Updates to the price/lb shall be sent via communication from Cuppa Coffee Company to Bean Escape Inc one month prior to the start of th

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

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Contract

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six-month for the duration of this agreement.

(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.

(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

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

Proprietary and Confidential - Cuppa Coffee Company

Mexico Single Origin	Mexico	5,000 lbs	USD 18	
Honduran Roast	Honduras	8,000 lbs	USD 15	
French Dark Roast	France	2,000 lbs	USD 25	
TOTAL		25,000 lbs		

E. PAYMENT

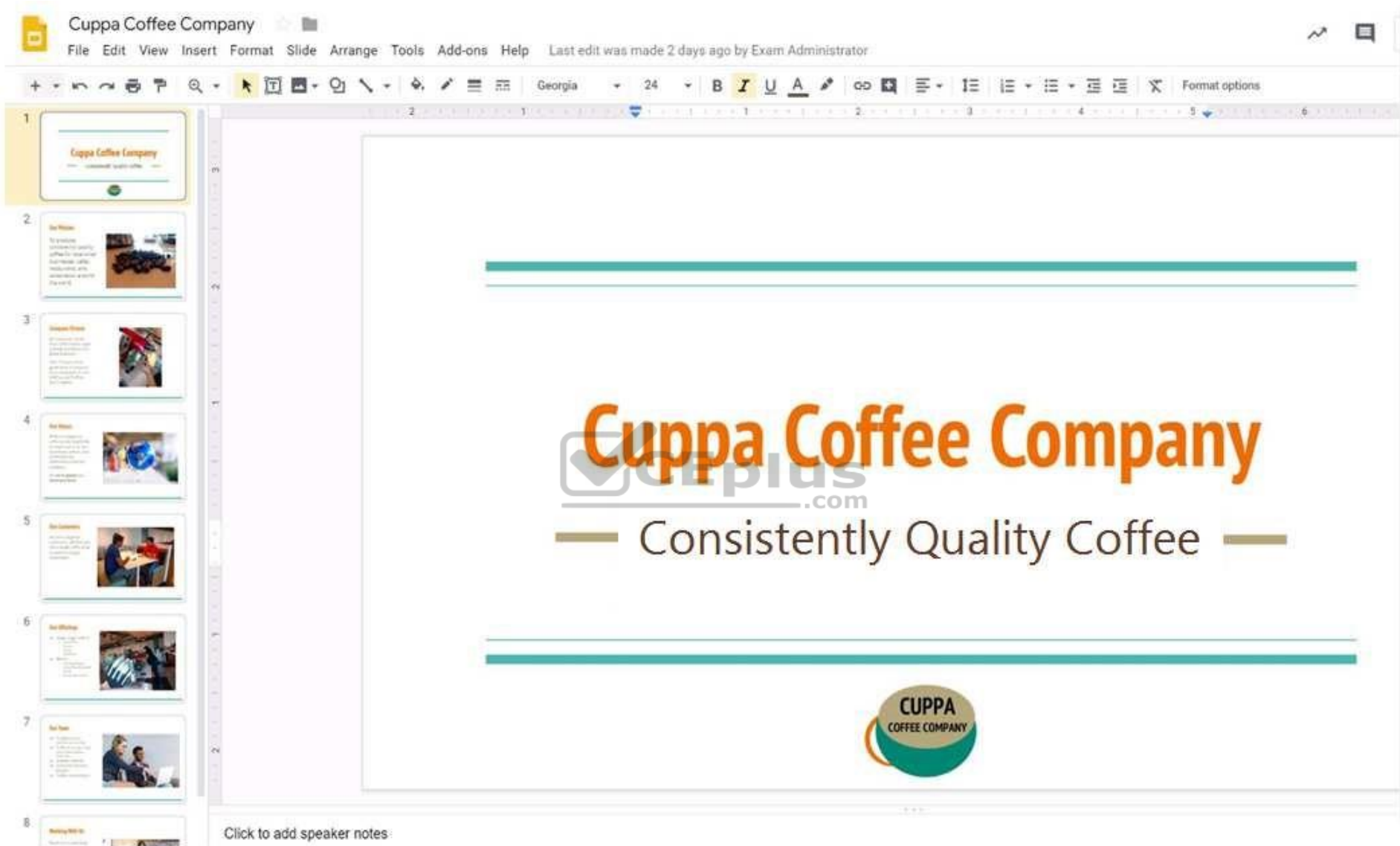
(a) Invoices shall be sent via postal mail and email to Bean Escape Inc at the end of every calendar quarter.

QUESTION 16
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.





The screenshot shows a presentation editor interface for a file named "Cuppa Coffee Company". The main slide area displays the following content:

- Two horizontal teal lines at the top.
- The text "Cuppa Coffee Company" in a large, bold, orange font.
- The text "Consistently Quality Coffee" in a smaller, black font, centered below the company name.
- Two horizontal teal lines at the bottom.
- A circular logo at the bottom right with the text "CUPPA COFFEE COMPANY" inside.

The left sidebar shows a list of slides, with slide 1 selected. The bottom status bar indicates "Click to add speaker notes".

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.

<https://vceplus.com/>

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:





Cuppa Coffee Company

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Cuppa Coffee Com

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Cuppa Coffee Company

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Consistently Quality Coff



QUESTION 17

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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100% Normal text Roboto 10 B I U A

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 UI components, product personality, and design patterns
2. Design user journeys, low- and high-fidelity mockups, and prototypes
3. Advocate for product excellence - focus on delivering business and product needs
4. Be the voice for the client needs
5. Collaborate effectively with developers, designers, marketing managers, and clients
6. Be open to design challenges and early feedback that helps the products iterate and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

- 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

- Medical, dental, and vision coverage

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:



QUESTION 18

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...

100% Normal text Roboto 10 B I U A

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 UI components, product personality, and design patterns
2. Design user journeys, low- and high-fidelity mockups, and prototypes
3. Advocate for product excellence - focus on delivering business and product needs
4. Be the voice for the client needs
5. Collaborate effectively with developers, designers, marketing managers, and clients
6. Be open to design challenges and early feedback that helps the products iterate and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

- 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

- Medical, dental, and vision coverage

In the **Dream Digital Design Job Description**, change the list of responsibilities from a numbered list to a bulleted list.

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:





Dream Digital Design Job Description

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100% Normal text Roboto 10 B I U A [Link icon] [Image icon] [List icon] [Text icon] [Table icon] [Quote icon] [Code icon] [More icon]

1 2 3 4 5 6



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 UI components, product personality, and design patterns
2. Design user journeys, low- and high-fidelity mockups, and prototypes
3. Advocate for product excellence - focus on delivering business and product needs
4. Be the voice for the client needs
5. Collaborate effectively with developers, designers, marketing managers, and clients
6. Be open to design challenges and early feedback that helps the products iterate and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

- 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

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Dream Digital Design Job Description

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Bulleted list



Dream Digital Design is a web-design company known for building exceptional websites. We have 5 years of experience building websites for over 100 clients from retail and pharmaceutical to hospital and automotive industries. We are looking for a creative web designer to join our team full-time.

Responsibilities

- Create and evolve the UI components, product personality, and design patterns
- Design user journeys, low- and high-fidelity mockups, and prototypes
- Advocate for product excellence - focus on delivering business and product needs
- Be the voice for the client needs
- Collaborate effectively with developers, designers, marketing managers, and clients
- Be open to design challenges and early feedback that helps the products iterate and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

- Expert with design tools (e.g. Sketch, Illustrator, Photoshop) to produce wireframes and

QUESTION 19

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

1. Create and evolve the UI components, product personality, and design patterns
2. Design user journeys, low- and high-fidelity mockups, and prototypes
3. Advocate for product excellence - focus on delivering business and product needs
4. Be the voice for the client needs
5. Collaborate effectively with developers, designers, marketing managers, and clients
6. Be open to design challenges and early feedback that helps the products iterate and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

- 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

- Medical, dental, and vision coverage

Change the page color to any color other than white.

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:



Dream Digital Design Job Description

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Outline

Responsibilities

Minimum Qualifications

Preferred Qualifications

Web Designer

Dream Digital Design is a... draw on years of experience in the pharmaceutical to hospital sector. We are looking for a designer to join our team full time.

Responsibilities

- Create and evolve the user journey
- Design user journey
- Advocate for product
- Be the voice for the user
- Collaborate effectively
- Be open to design changes and improve

Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

websites. We have experience in retail and creative web design.


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Borders and shading

Position 

Border width 0 pt

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Border color 

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Paragraph padding 0 pt

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Dream Digital Design Job Description

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Outline

Responsibilities

Minimum Qualifications

Preferred Qualifications

Web Designer

Dream Digital Design

Dream Digital Design is a leading digital marketing agency with over 10 years of experience. We are looking for a talented Web Designer to join our team. The ideal candidate will have a strong background in web design and development, with a focus on creating user-friendly, visually appealing websites. You will be responsible for designing and developing websites for our clients, ensuring they are functional, secure, and easy to use. You will also be responsible for maintaining and updating existing websites as needed.

Responsibilities

- Create and evolve websites for our clients, ensuring they are functional, secure, and easy to use.
- Design user interfaces (UI) for websites and applications.
- Advocate for product and user needs.
- Be the voice for the user.
- Collaborate effectively with other team members.
- Be open to design and development changes.

Design use

- Advocate for product and user needs.
- Be the voice for the user.
- Collaborate effectively with other team members.
- Be open to design and development changes.


Minimum Qualifications

- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Page setup

Orientation: ☒ Portrait ☐ Landscape

Paper size: Letter (8.5" x 11")

Page color: 

Margins (inches): Top 0.44, Bottom 0, Left 1, Right 1

Set as default Cancel OK

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QUESTION 20

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 All changes saved in Drive

100% \$ % .0 .00 123 Default (Arial) 10 B I U A

fx =SUM()

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Weekly Employee Shift 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			Tuesday			Wednesday			Thursday			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	
10	Adyson Y.	Exterior									X			X			X		10
11	Alina L.	Engine				X			X			X			X			X	14
12	Ashanti M.	Engine			X					X				X					18
13	Cecilia B.	Exhaust			X			X		X				X					25
14	Henry B.	Brakes			X	X			X						X		X	X	23
15	Jaiden D.	Interior				X			X						X			X	27
16	Kael M.	Exhaust				X			X			X			X			X	17
17	Kellen L.	Engine		X			X			X			X			X			18
18	Kyan F.	Interior		X			X			X			X						12
19	Liana C.	Brakes			X			X			X			X			X		10
20	Lillianna K.	Interior			X			X			X		X	X			X		11
21	Litzy S.	Exterior				X			X			X			X			X	6
22	Payton P.	Brakes		X			X			X			X			X			23
23	Raven J.	Exhaust		X			X			X			X			X			30
24	Ross M.	Exterior		X			X			X			X			X			22
25																			
26																			
27																			
28																			
29																			
30																			
31																			

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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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Weekly Employee Shift 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			Tuesday			Wednesday			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()								X			X			X	
11	Alina L.	Engine	SUM(value1, [value2, ...])						X			X			X			X
12	Ashanti M.	Engine	Example								X			X				
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)								X			X				
14	Henry B.	Brakes	Summary						X						X		X	X
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.						X						X			X
16	Kael M.	Exhaust	value1						X			X			X			X
17	Kellen L.	Engine	The first number or range to add together.							X			X			X		
18	Kyan F.	Interior	value2... [optional] repeatable							X			X					
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.								X			X			X	
20	Lillianna K.	Interior	Learn more about SUM			X		X			X		X	X			X	
21	Litzy S.	Exterior				X			X			X			X			X
22	Payton P.	Brakes		X			X			X			X			X		
23	Raven J.	Exhaust		X			X			X			X			X		
24	Ross M.	Exterior		X			X			X			X			X		



Employee Shift Schedule for Kelvin Cars

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100% \$ % .0 .00 123 10 B I A

fx =SUM(D10:R10)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Weekly Employee Shift 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			Tuesday			Wednesday			Thursday			Friday		
9	Employee Name	Assignment	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(D10:R10)								X			X			X	
11	Alina L.	Engine	SUM(value1, [value2, ...])						X			X			X			X
12	Ashanti M.	Engine	Example								X			X				
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)								X			X				
14	Henry B.	Brakes	Summary						X						X		X	X
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.						X						X			X
16	Kael M.	Exhaust	value1						X			X			X			X
17	Kellen L.	Engine	The first number or range to add together.							X			X			X		
18	Kyan F.	Interior	value2... - [optional] repeatable							X			X					
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.								X			X			X	
20	Lillianna K.	Interior	Learn more about SUM			X		X			X		X	X			X	
21	Litzy S.	Exterior				X			X			X			X			X
22	Payton P.	Brakes		X			X			X			X			X		
23	Raven J.	Exhaust		X			X			X			X			X		
24	Ross M.	Exterior		X			X			X			X			X		

#VALUE!



Employee Shift Schedule for Kelvin Cars

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fx =SUM(S24)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Weekly Employee Shift 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			Tuesday			Wednesday			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	10								X			X			X	
11	Alina L.	Engine	14			X			X			X			X			X
12	Ashanti M.	Engine	18		X						X			X				
13	Cecilia B.	Exhaust	25		X			X			X			X				
14	Henry B.	Brakes	23		X	X			X						X		X	X
15	Jaiden D.	Interior	27			X			X						X			X
16	Kael M.	Exhaust	17			X			X			X			X			X
17	Kellen L.	Engine	18	X			X			X			X			X		
18	Kyan F.	Interior	12	X			X			X			X					
19	Liana C.	Brakes	10		X			X			X			X			X	
20	Lillianna K.	Interior	11		X			X			X		X	X			X	
21	Litzy S.	Exterior	6			X			X			X			X			X
22	Payton P.	Brakes	23	X			X			X			X			X		
23	Raven J.	Exhaust	30	X			X			X			X			X		
24	Ross M.	Exterior	22	X			X			X			X			X		

QUESTION 21

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

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100% S % .0 .00 123 Default (Arial) 10 B I U A

fx =SUM()

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Weekly Employee Shift 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			Tuesday			Wednesday			Thursday			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	
10	Adyson Y.	Exterior									X			X			X		10
11	Alina L.	Engine				X			X			X			X			X	14
12	Ashanti M.	Engine			X					X				X					18
13	Cecilia B.	Exhaust			X			X		X				X					25
14	Henry B.	Brakes			X	X			X						X		X	X	23
15	Jaiden D.	Interior				X			X						X			X	27
16	Kael M.	Exhaust				X			X			X			X			X	17
17	Kellen L.	Engine		X			X			X			X			X			18
18	Kyan F.	Interior		X			X			X			X						12
19	Liana C.	Brakes			X			X			X			X			X		10
20	Lillianna K.	Interior			X			X			X		X	X			X		11
21	Litzy S.	Exterior				X			X			X			X			X	6
22	Payton P.	Brakes		X			X			X			X			X			23
23	Raven J.	Exhaust		X			X			X			X			X			30
24	Ross M.	Exterior		X			X			X			X			X			22
25																			
26																			
27																			
28																			
29																			
30																			
31																			

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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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fx 28

Name: Filter 1

Range: A1:S21

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Week No.	28																	
2		Shift 3 12 am - 8 am																	
3		Shift 2 4 pm - 12 am																	
4		Shift 1 8 am - 4 pm																	
5	Employee Name	Assignment						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							X						X		X	X	23
7	Liana C.	Brakes						X			X			X			X		10
8	Payton P.	Brakes								X			X			X			23
9	Alina L.	Engine						X			X				X			X	14
10	Ashanti M.	Engine								X				X					18
11	Kellen L.	Engine							X				X		X				18
12	Cecilia B.	Exhaust						X			X			X					25
13	Kael M.	Exhaust							X			X			X			X	17
14	Raven J.	Exhaust								X			X			X			30
15	Adyson Y.	Exterior									X			X			X		10
16	Litzy S.	Exterior						X			X				X			X	6
17	Ross M.	Exterior								X			X			X			22
18	Jaiden D.	Interior						X							X			X	27
19	Kyan F.	Interior								X			X						12
20	Lillianna K.	Interior						X			X		X	X			X		11
21	Weekly Employee Shift Schedule																		
22																			
23																			
24								Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date						
25																			
26																			
27																			
28																			
29																			
30																			
31																			
32																			

Employee Shift Schedule for Kelvin Cars

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Name: Filter 1		Range: A1:S21																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Week No.	28																		
6	Henry B.	Brakes	23		X	X			X						X		X	X	23	
7	Liana C.	Brakes	10		X			X			X			X			X		10	
8	Payton P.	Brakes	23	X			X			X			X			X			23	
18	Jaiden D.	Interior	27			X			X						X			X	27	
19	Kyan F.	Interior	12	X			X			X			X						12	
20	Lillianna K.	Interior	11		X			X			X		X	X			X		11	
22																				
23																				
24				Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date											
25																				
26																				
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46																				

No data

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No data

QUESTION 22

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)

File Edit View Insert Format Tools Add-ons Help



1

Carriage of Goods by Road (CGR)

1 Sender (name and address)		5 Carrier (name and address)		
2 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 goods	10 Weight in kg	11 Volume in m3
<ul style="list-style-type: none"> Item A Item B Item C Item D Item E 				
12 To be paid by:		Sender		Recipient

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:





Carriage of Goods by Road (CGR)

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100%

Normal text

Calibri

10



Numbered list



Outline



Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S C A R A

1 Sender (name and address)		5 Carrier (name and address)	
2 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 goods	10 Weight in kg
<ul style="list-style-type: none"> Item A Item B Item C Item D Item E 			
11 Volume			

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Carriage of Goods by Road (CGR)

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100% Normal text Calibri 10 B I U A

Numbered list (Ctrl+Shift+7)

Outline

Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S C A R A

1 Sender (name and address)

5 Carrier (name and address)

2 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 goods

10 Weight in kg

11 Volume

1. Item A
2. Item B
3. Item C
4. Item D
5. Item E

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exammyclouduser.org

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 goods	10 Weight in kg
1. Item A 2. Item B 3. Item C 4. Item D 5. Item E			
12 Special agreements between the sender and the carrier		13 To be paid by:	11 Volume
		Sender	Recipient
		Transport charges	
		Extra charges	
		Customs	
		Other charges	
14 Cash on delivery			

QUESTION 23

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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Carriage of Goods by Road (CGR)

File Edit View Insert Format Tools Add-ons Help



1

Carriage of Goods by Road (CGR)

1 Sender (name and address)		5 Carrier (name and address)		
2 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 goods 10 Weight in kg 11 Volume in m3				
<ul style="list-style-type: none"> Item A Item B Item C Item D Item E 				
12 To be paid by:		Sender		Recipient

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

Explanation/Reference:

Explanation:



No 1234567

-  Cut Ctrl+X
-  Copy Ctrl+C
-  Paste Ctrl+V
-  Paste without formatting Ctrl+Shift+V
- Delete
- Explore '1234567' Ctrl+Alt+Shift+I
- Define '1234567' Ctrl+Shift+Y
-  **Comment** Ctrl+Alt+M
-  Suggest edits
-  Save to Keep
-  Link Ctrl+K
- Column break
- Select all matching text
- Update 'Normal text' to match
-  Clear formatting Ctrl+\

No 1234567



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Comment

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No 1234567



No 1234567



USER-XYZ

@jen

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Jenna

jenna@cascaraco.com



Jennifer Tollar

jennifer.tollar@cuppacoffeecomp...



Assigned to

Jenna



User XYX

+jenna@cascaraco.com

Please review and approve the document.

Assigned to Jenna