GSUITE Q&As

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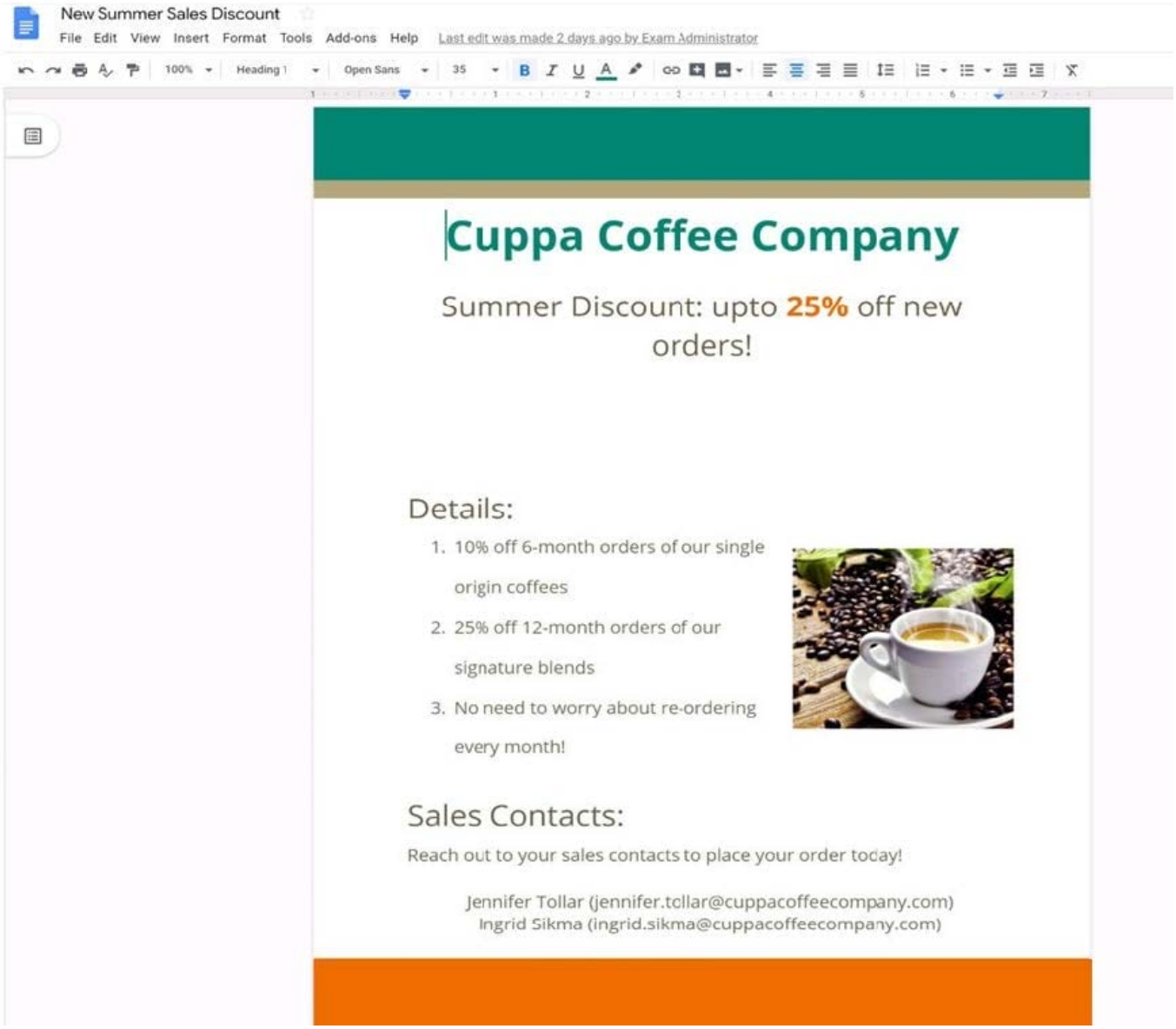
QUESTION 1

SIMULATION

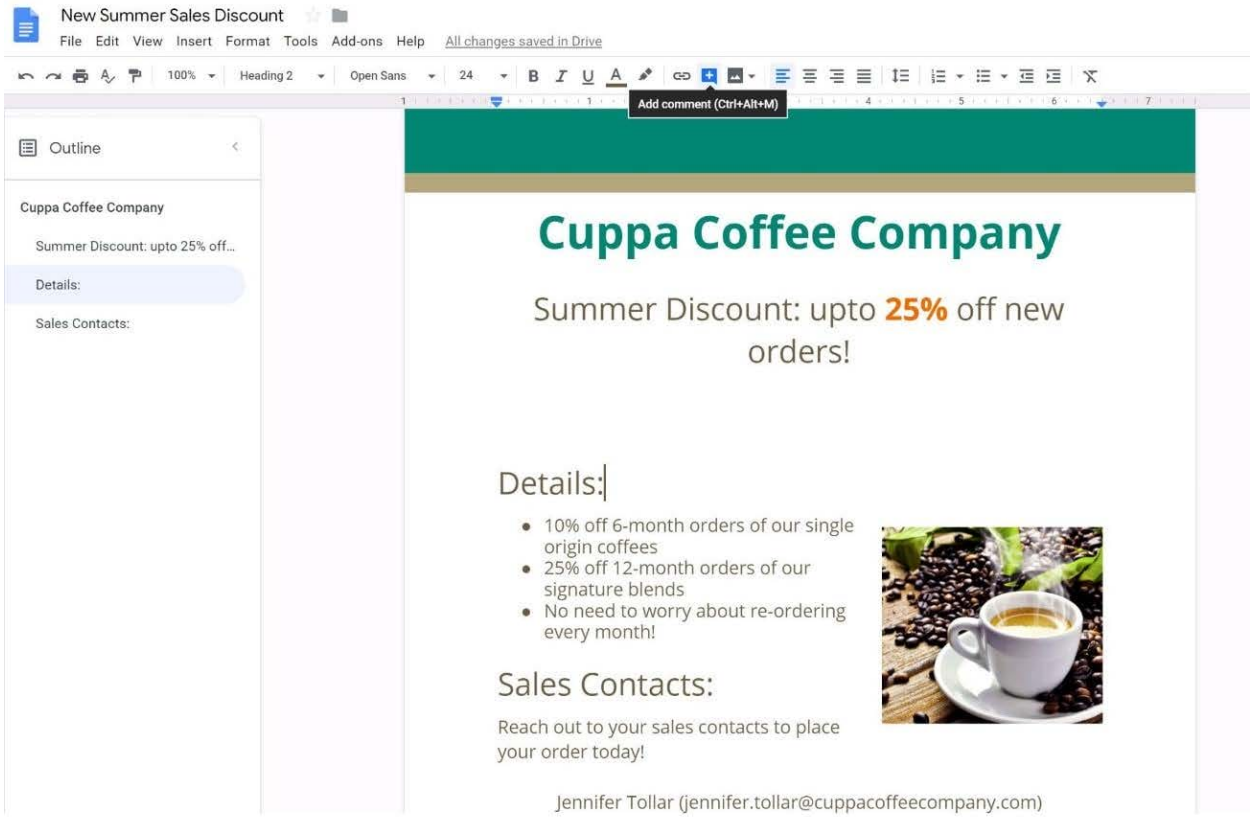
Overview Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.

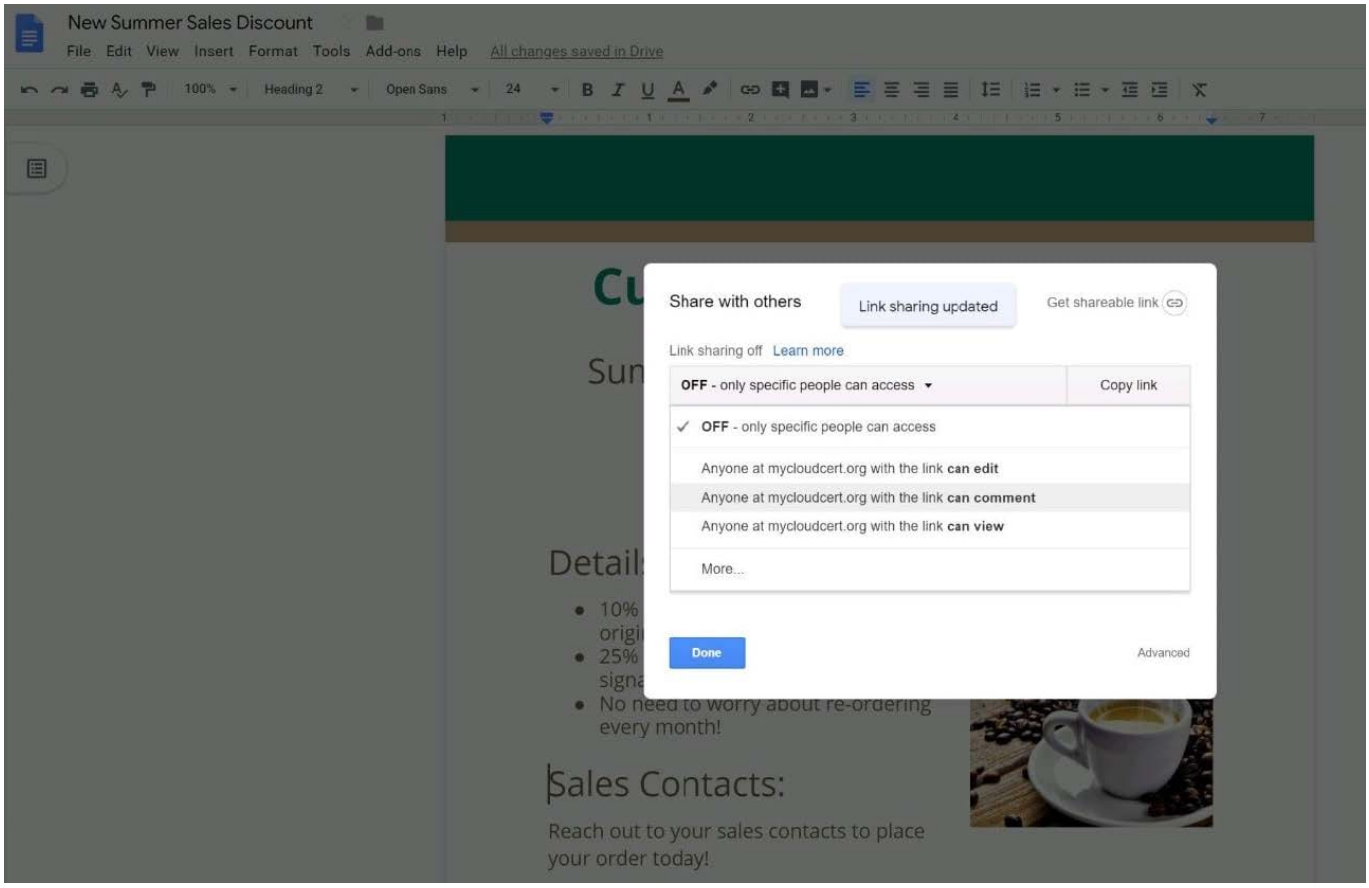


You want to get feedback from two people on your team. In the New Summer Sales Discount document, give comment access to Sunanda Vaideesh and Jennifer Tollar.

A. See explanation below.

Correct Answer: A


New Summer Sales Discount
File Edit View Insert Format Tools Add-ons Help
All changes saved in Drive
Add comment (Ctrl+Alt+M)
Outline
Cuppa Coffee Company
Summer Discount: upto 25% off...
Details:
Sales Contacts:
Cuppa Coffee Company
Summer Discount: upto 25% off new orders!
Details:
10% off 6-month orders of our single origin coffees
25% off 12-month orders of our signature blends
No need to worry about re-ordering every month!
Sales Contacts:
Reach out to your sales contacts to place your order today!
Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)

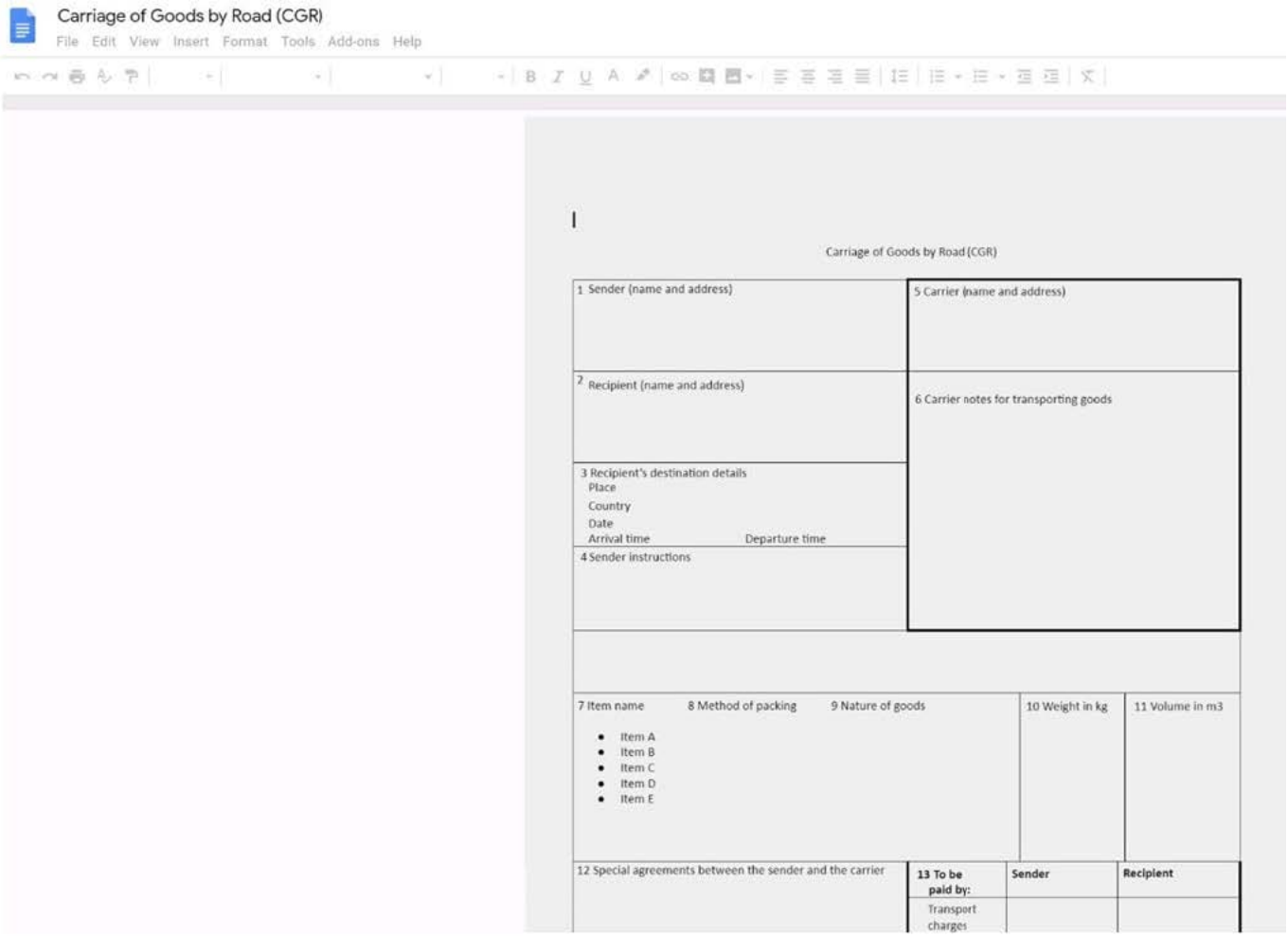


QUESTION 2

SIMULATION

Overview

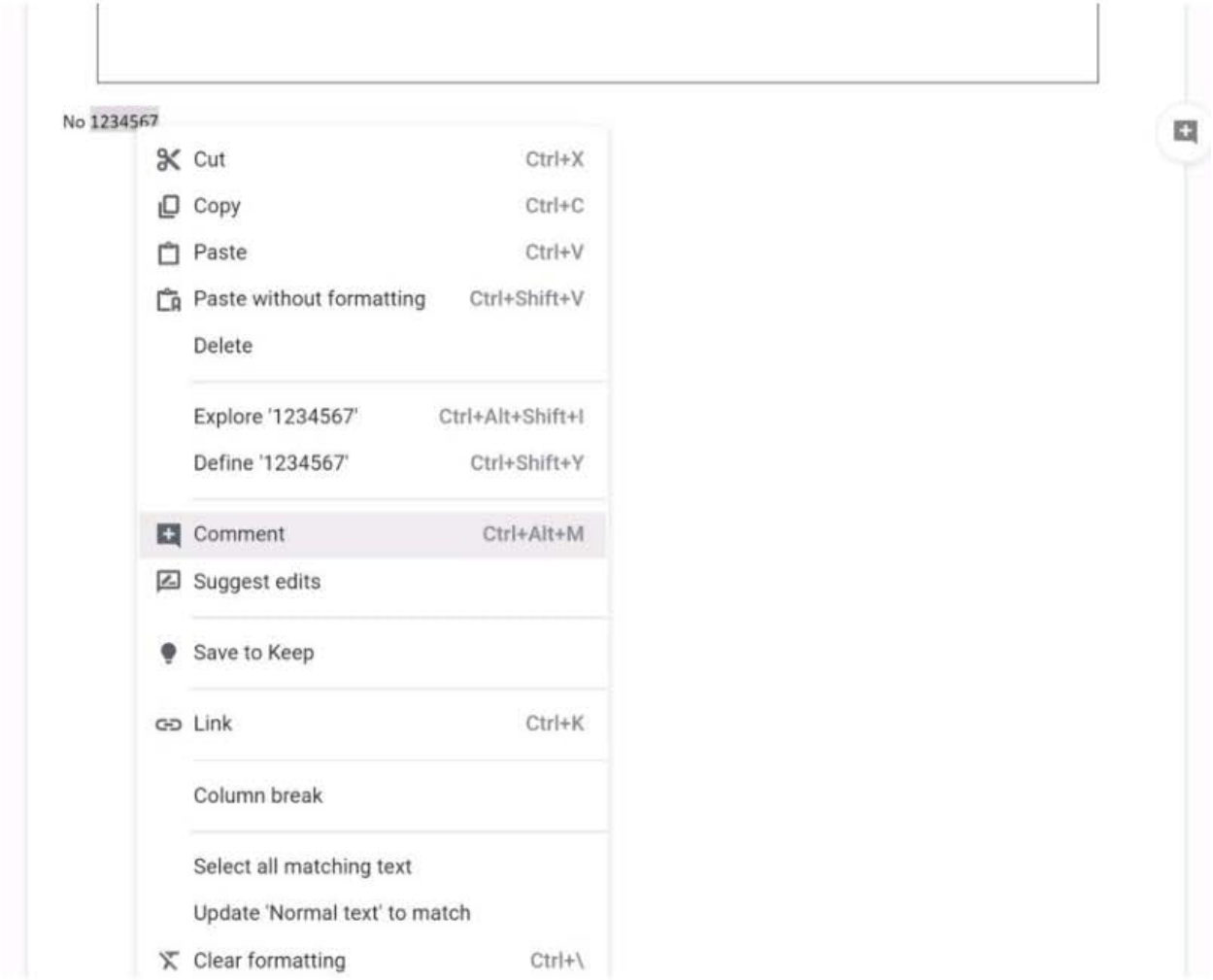
In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the Carriage of Goods by Road (CGR) for all the tasks in this scenario.

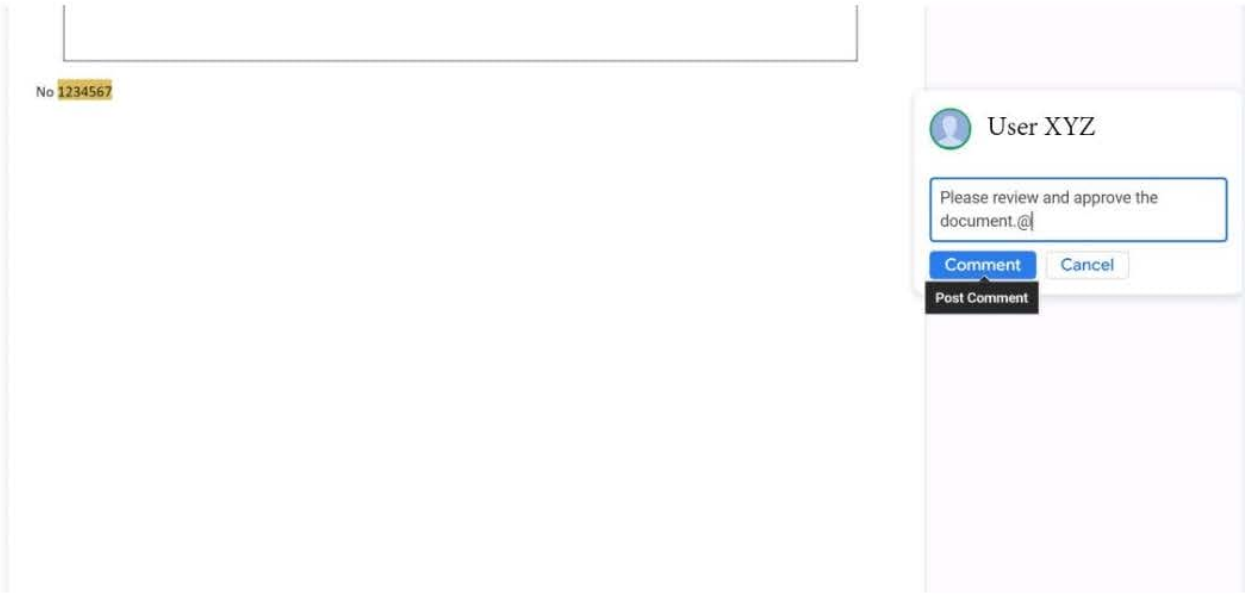


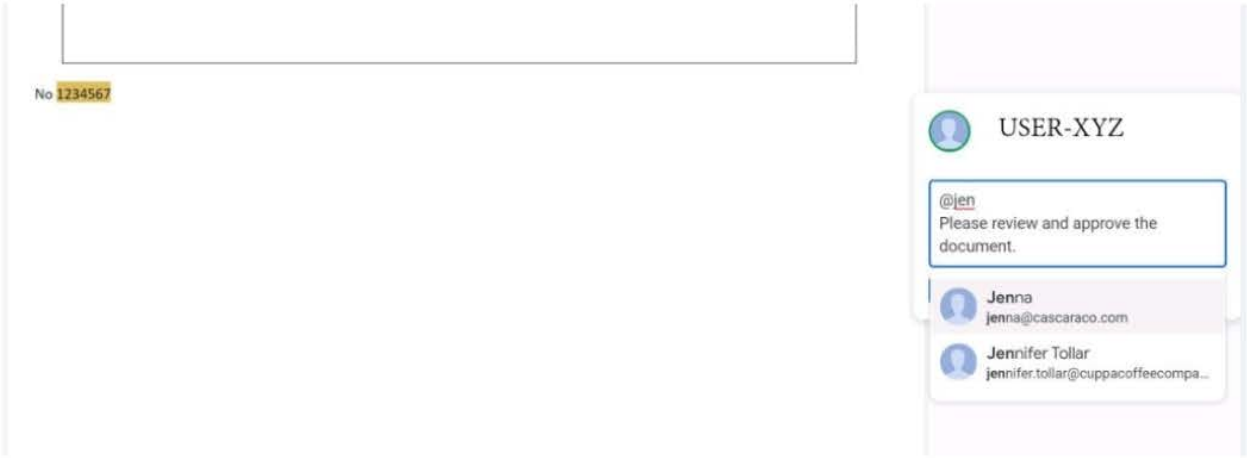
Add a comment and attach it to No 1234567 at the bottom of page 2. Address the comment to jenna@cascaraco.com. The comment should say Please review and approve the document.

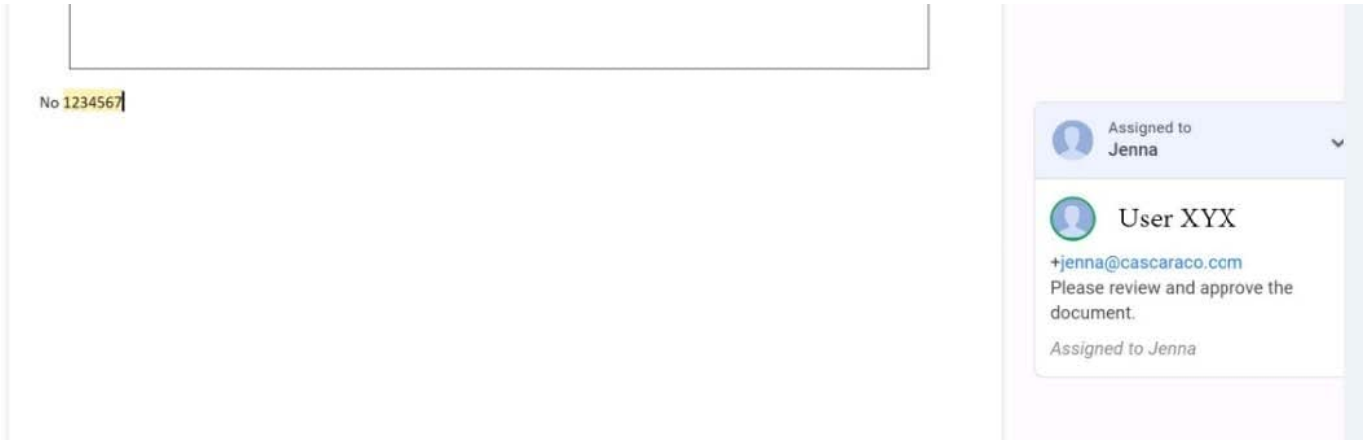
A. See explanation below.

Correct Answer: A


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
User XYZ
Please review and approve the document.@
Comment
Cancel
Post Comment

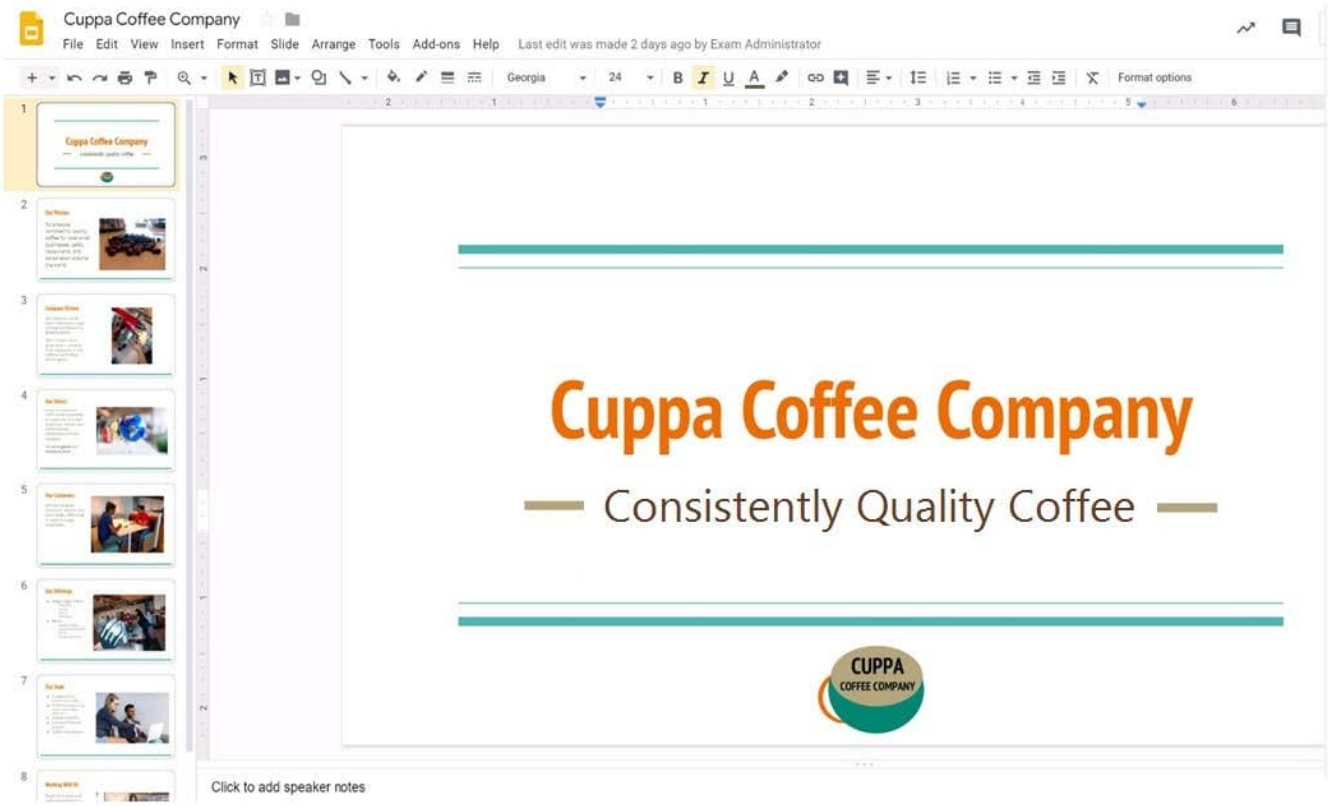

No 1234567
USER-XYZ
@jen
Please review and approve the document.
Jenna
jenna@cascaraco.com
Jennifer Tollar
jennifer.tollar@cuppacoffeecompa...



QUESTION 3

SIMULATION Overview As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review,

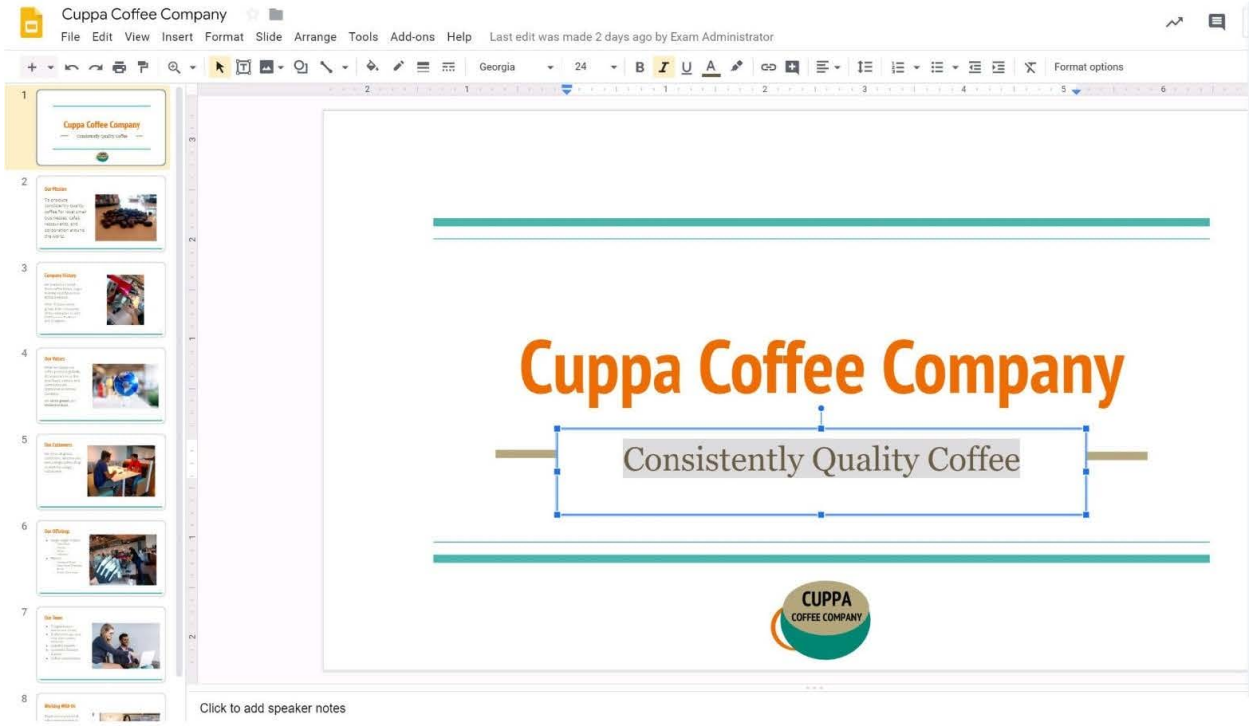
update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations.

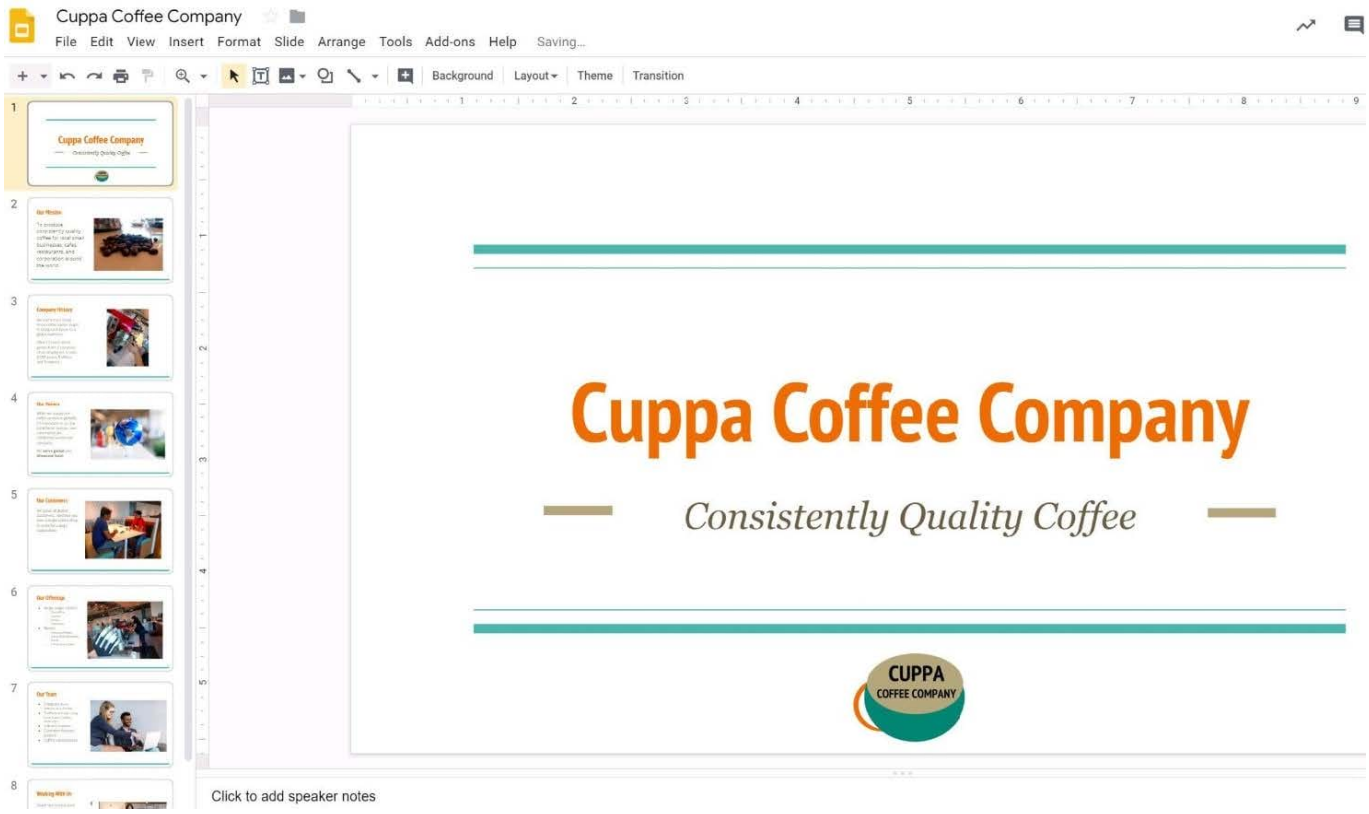


You need to edit an existing presentation all about your company, Cuppa Coffee Company. On the first slide of the Cuppa Coffee Company presentation, italicize the Consistently Quality Coffee text.

A. See explanation below.

Correct Answer: A


Cuppa Coffee Company
File Edit View Insert Format Slide Arrange Tools Add-ons Help
Last edit was made 2 days ago by Exam Administrator
Format options
Cuppa Coffee Company
Consistently Quality Coffee
CUPPA
COFFEE COMPANY
Click to add speaker notes

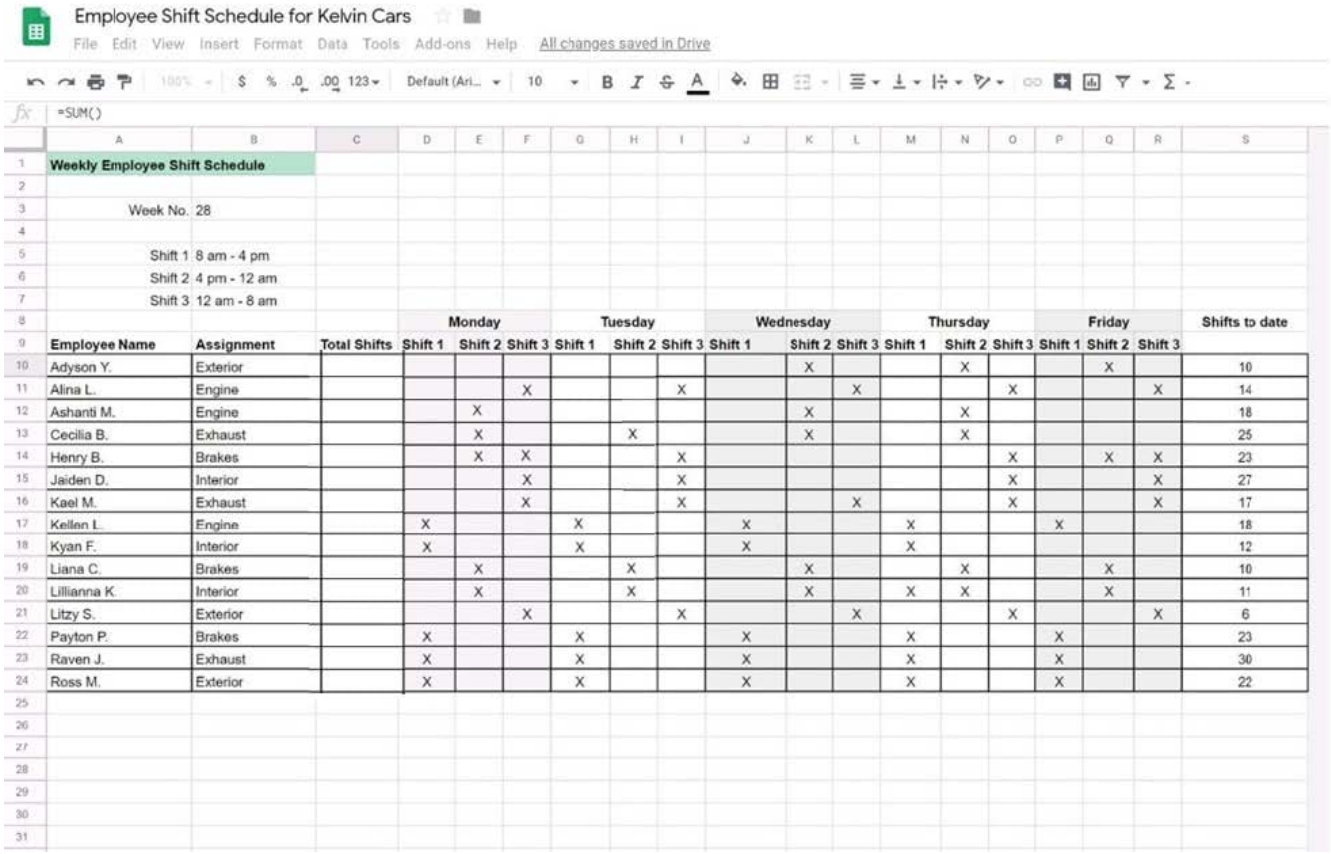


QUESTION 4

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

=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																			

Change the fill color of the cells in the Tuesday and Thursday columns to any color of your choosing.

A. See explanation below.

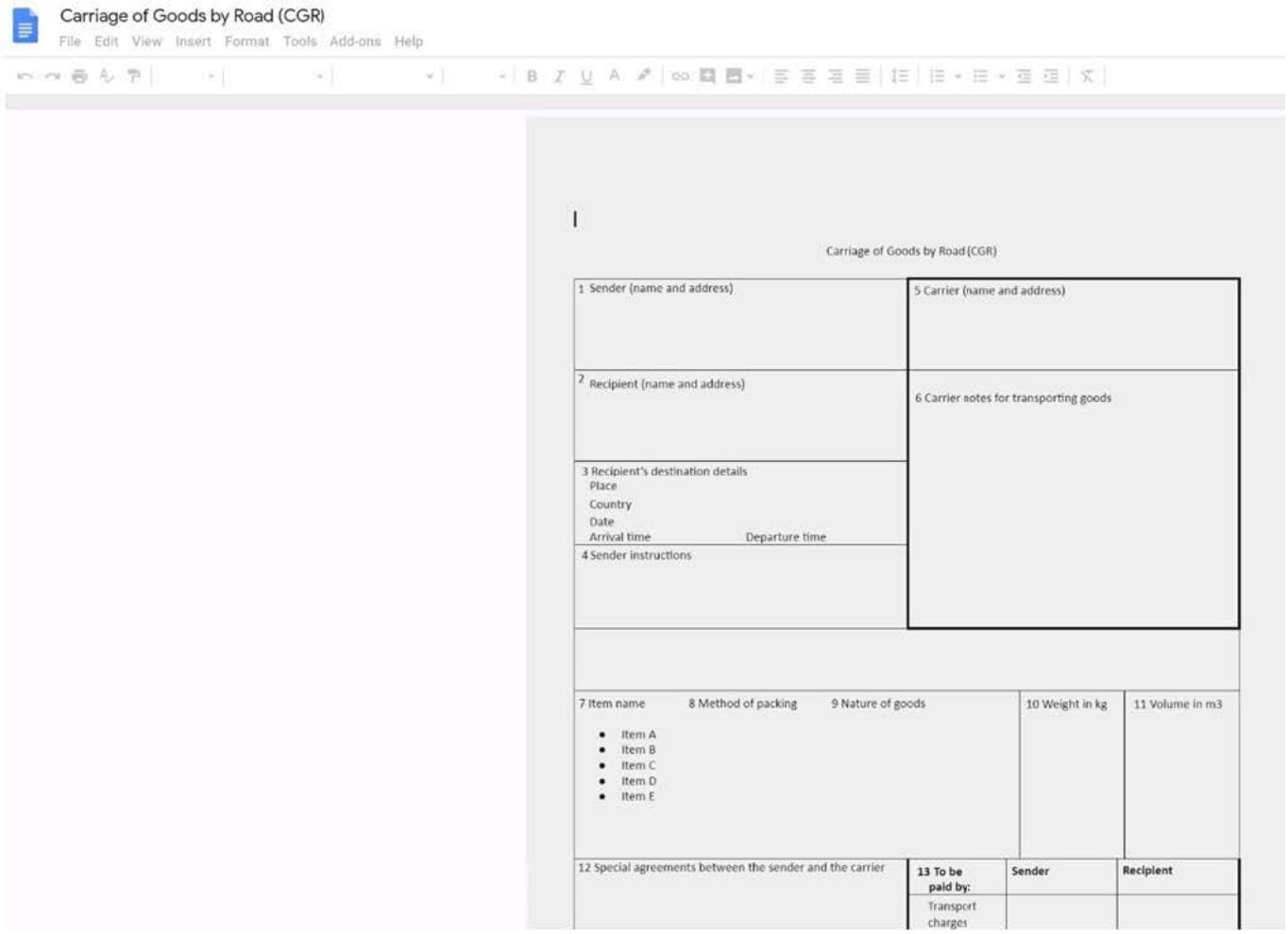
Correct Answer: A

QUESTION 5

SIMULATION

Overview

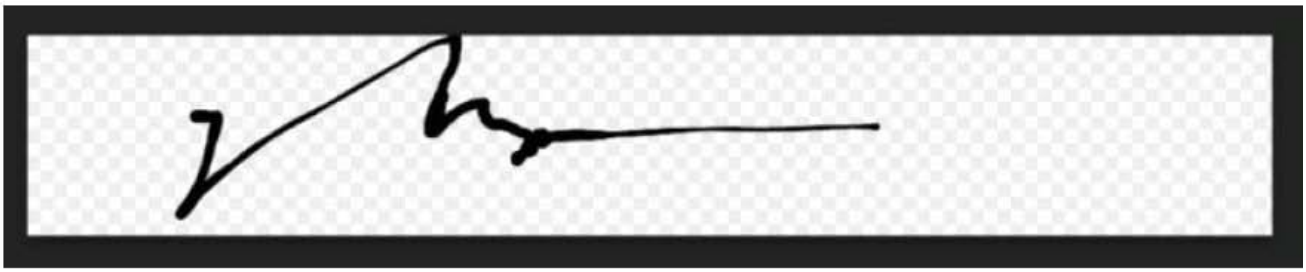
In the following tasks, you will demonstrate your ability to work in Google Docs. Cascara is a furniture wholesaler with warehouses located in Europe. You will be filling out a form to ship a load of goods to one of the warehouses. Use the Carriage of Goods by Road (CGR) for all the tasks in this scenario.

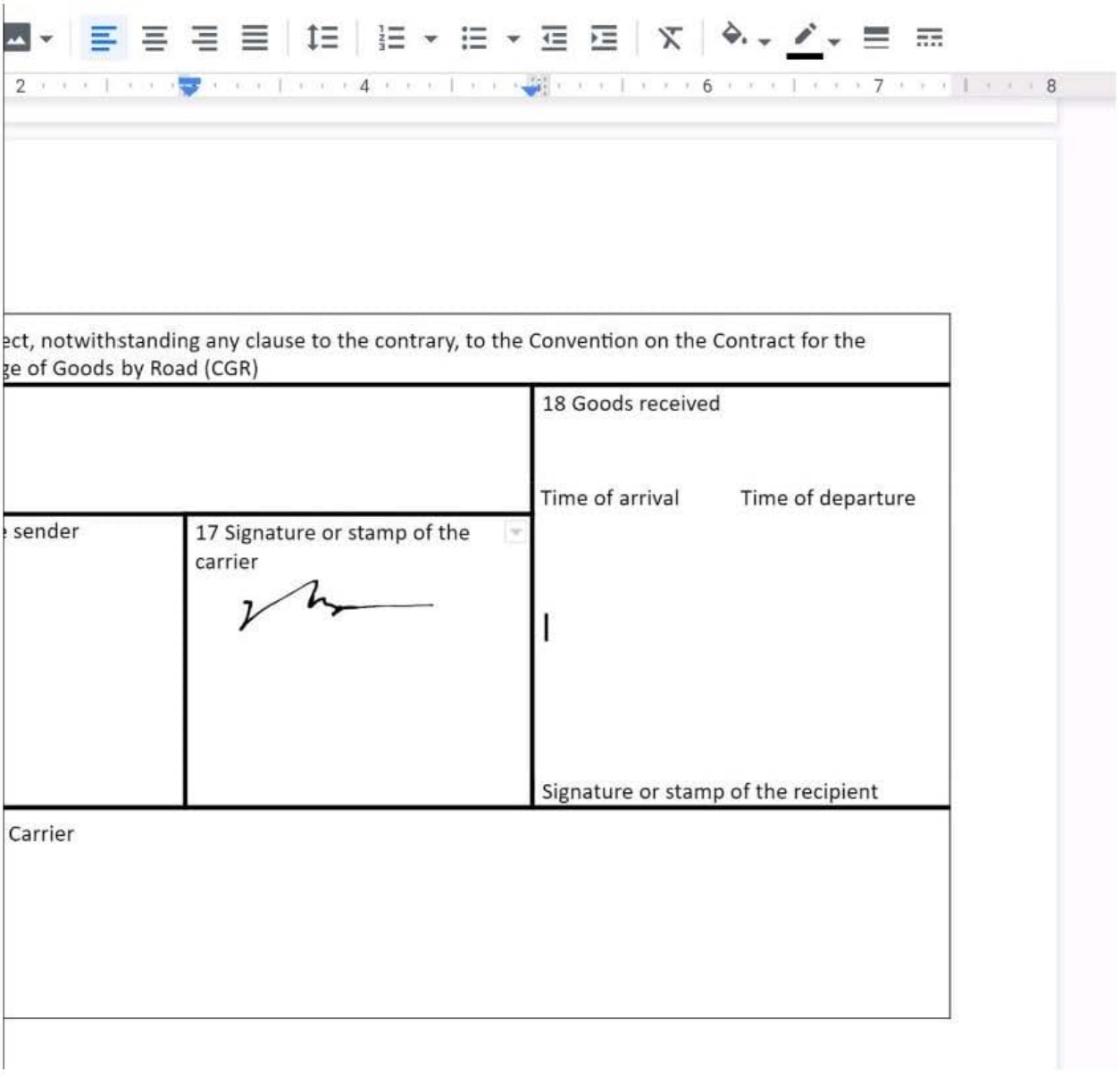


Insert the electronic signature, carrier_signature.png, in the cell titled, 17 Signature or stamp of the carrier.

A. See explanation below.

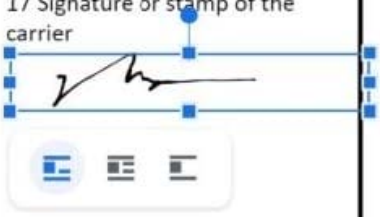
Correct Answer: A





ect, notwithstanding any clause to the contrary, to the Convention on the Contract for the ge of Goods by Road (CGR)

	18 Goods received Time of arrival Time of departure
sender	17 Signature or stamp of the carrier
	Signature or stamp of the recipient
Carrier	

15 This package is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the International Carriage of Goods by Road (CGR)	
15 Date	18 Goods received Time of arrival Time of departure
16 Signature or stamp of the sender	17 Signature or stamp of the carrier 
	Signature or stamp of the recipient
Unofficial notes reserved for Carrier	

No 1234567

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