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QUESTION 1

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.

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
- 401k matching
- Free, daily catered lunches
- Company outings
- Casual dress code
- Pets at work!

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

A. See explanation below.

Correct Answer: A



QUESTION 2

Employee Shift Schedule for Kelvin Cars

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fx Adyson Y.

	A	B	C	D	E	F	G	H	I	J	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																			
9	Employee Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
10	Adyson Y.	Exterior		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	
11	Alina L.	Engine				X			X		X			X			X		10
12	Ashanti M.	Engine			X					X			X					X	14
13	Cecilia B.	Exhaust			X			X		X			X						18
14	Henry B.	Brakes			X	X			X					X			X	X	25
15	Jaiden D.	Interior				X			X					X			X		23
16	Kael M.	Exhaust				X			X		X			X			X		27
17	Kellen L.	Engine		X			X			X			X			X			17
18	Kyan F.	Interior		X			X			X			X						18
19	Liana C.	Brakes			X			X		X			X				X		12
20	Lillianna K.	Interior			X			X		X			X	X			X		10
21	Litz S.	Exterior				X			X			X			X			X	11
22	Payton P.	Brakes		X			X			X			X			X			8
23	Raven J.	Exhaust		X			X			X			X			X			23
24	Ross M.	Exterior		X			X			X			X			X			30
25				X				X					X						22
26																			
27																			
28																			
29																			
30																			
31																			

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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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																				

In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

A. See explanation below.

Correct Answer: A



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																		
9	Employee Name	Assignment	Total Shifts	Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date									
10	Adyson Y.	Exterior	=SUM()															
11	Alina L.	Engine	SUM(value1, [value2, ...])															
12	Ashanti M.	Engine	Example															
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)															
14	Henry B.	Brakes	Summary															
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.															
16	Kael M.	Exhaust	value1															
17	Kellen L.	Engine	The first number or range to add together.															
18	Kyan F.	Interior	value2 - (optional) repeatable															
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.															
20	Lillianna K.	Interior	Learn more about SUM															
21	Litzzy S.	Exterior																
22	Payton P.	Brakes																
23	Raven J.	Exhaust																
24	Ross M.	Exterior																
25																		
26																		
27																		
28																		
29																		
30																		
31																		



Employee Shift Schedule for Kelvin Cars																										
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100% 0.00 123																										
=SUM(D10:R10)																										
	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																								
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20	Lillianna K.	Interior																								
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22	Payton P.	Brakes																								
23	Raven J.	Exhaust																								
24	Ross M.	Exterior																								
25																										
26																										
27																										
28																										
29																										
30																										



Employee Shift Schedule for Kelvin Cars

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=SUM(S24)

	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																			
9	Employee Name	Assignment	Total Shifts	Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date										
10	Adyson Y.	Exterior	10																
11	Alina L.	Engine	14			X													
12	Ashanti M.	Engine	18		X														
13	Cecilia B.	Exhaust	25		X														
14	Henry B.	Brakes	23		X	X													
15	Jaiden D.	Interior	27			X													
16	Kael M.	Exhaust	17			X													
17	Kellen L.	Engine	18	X			X												
18	Kyan F.	Interior	12	X			X												
19	Liana C.	Brakes	10		X			X											
20	Lillianna K.	Interior	11		X		X												
21	Litzy S.	Exterior	6			X													
22	Payton P.	Brakes	23	X			X												
23	Raven J.	Exhaust	30	X			X												
24	Ross M.	Exterior	22	X			X												
25																			
26																			
27																			
28																			
29																			
30																			

QUESTION 3

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 document
- E. From the Google Hangouts video call, present your entire screen

Correct Answer: AB

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

QUESTION 4

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.



Contract

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Cuppa Coffee Company - Supplier Contract

1. Our Company & Team	2
2. Agreement Details	2
TERM	2
PRODUCTS	2
PRICE	3
ORDER DETAILS	3
PAYMENT	4
CONFIDENTIALITY	4

Proprietary and Confidential - Cuppa Coffee Company

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

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 across our company. We serve global and showcase local.

Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details

It is hereby agreed as follows:

A. TERM

The term of this agreement is from October 23, 2017 until October 22, 2018.

B. PRODUCTS

(a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the same quality as established between the two parties.

(b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by this agreement.

(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.



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

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

A. See explanation below.

Correct Answer: A

QUESTION 5

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

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

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