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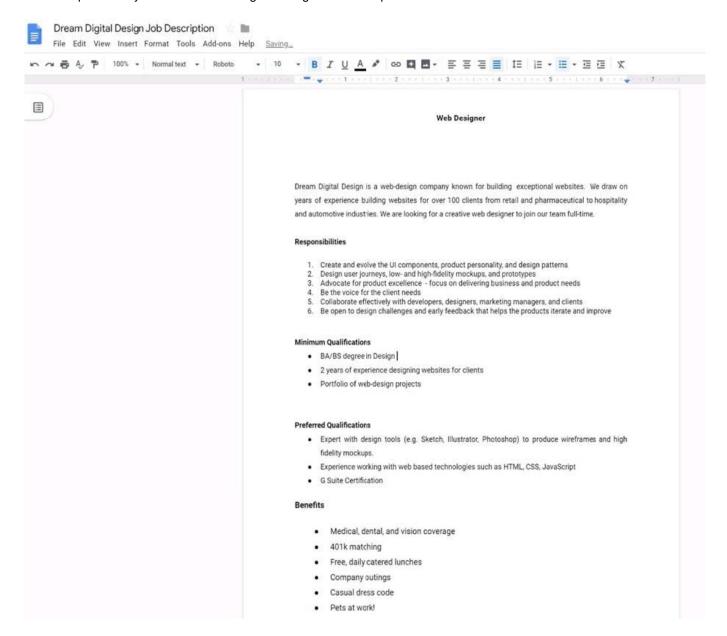
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QUESTION 1

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.



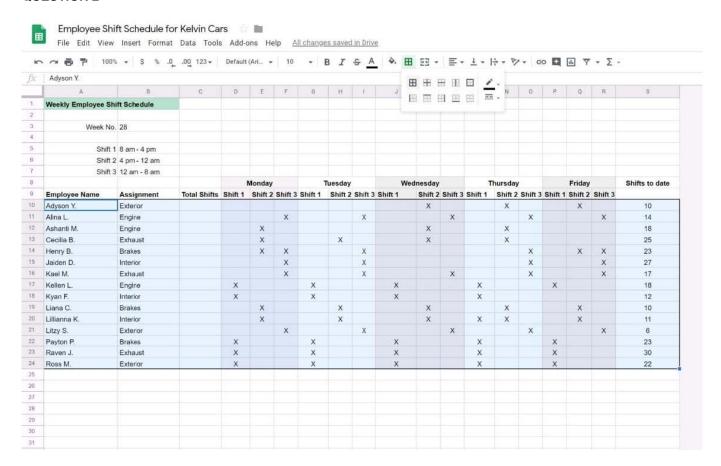
In the Dream Digital Design Job Description, change the list of responsibilities from a numbered list to a bulleted list.

A. See explanation below.

Correct Answer: A

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QUESTION 2

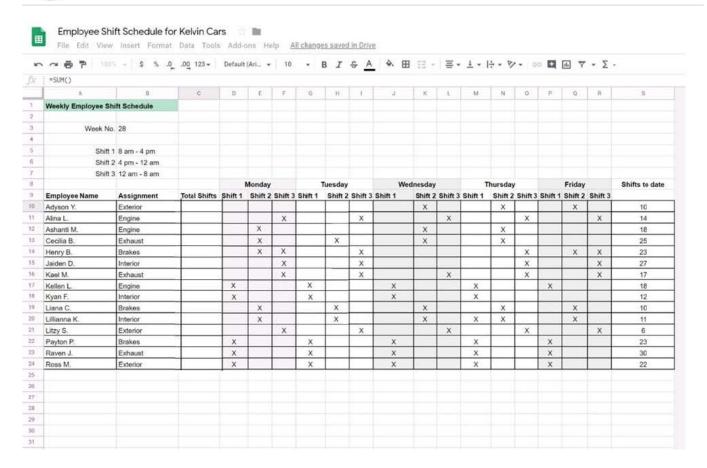


SIMULATION

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.

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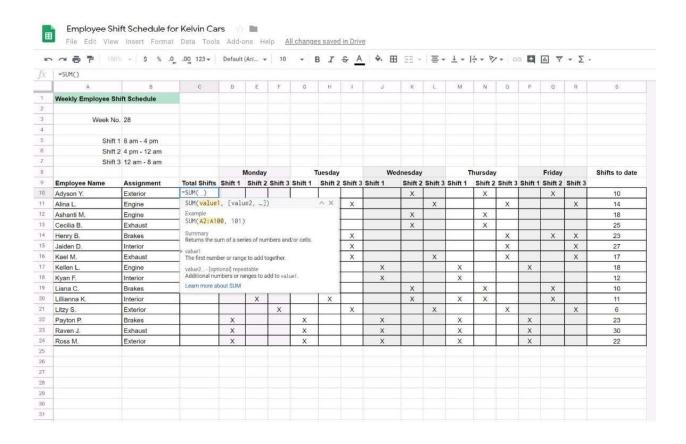


In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

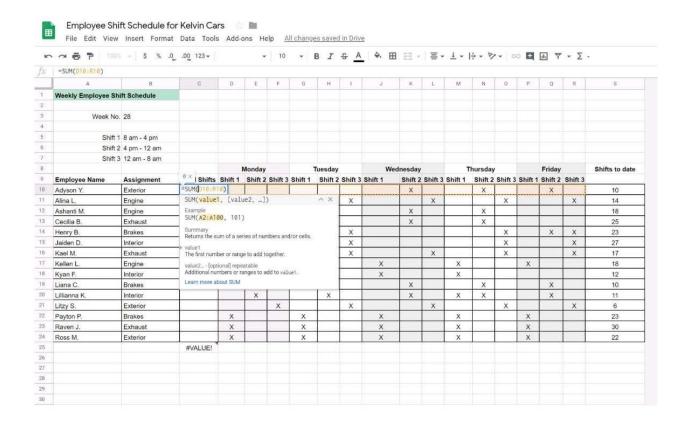
A. See explanation below.

Correct Answer: A

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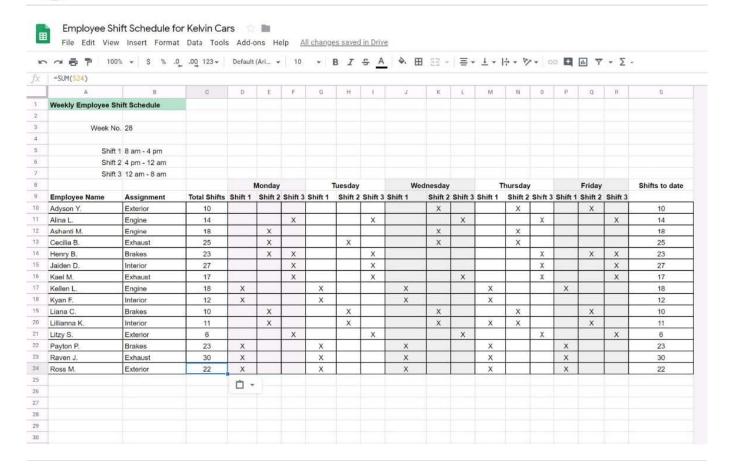


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QUESTION 3

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

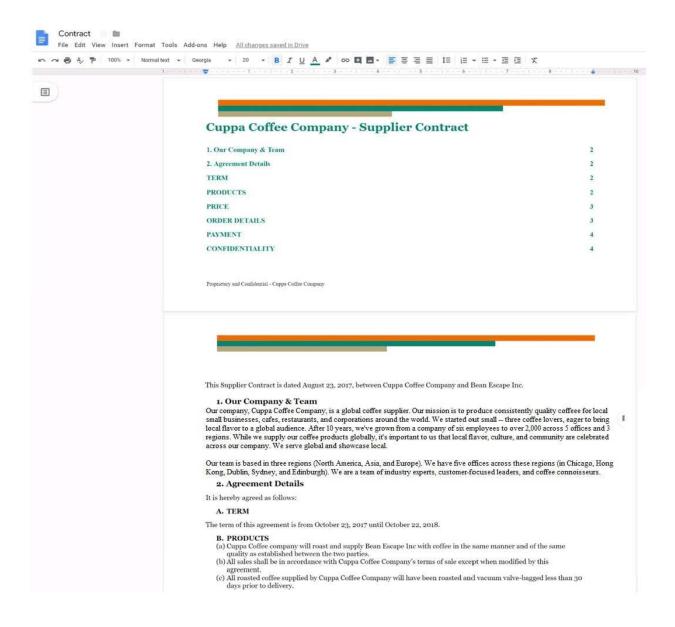
Correct Answer: AB

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

QUESTION 4

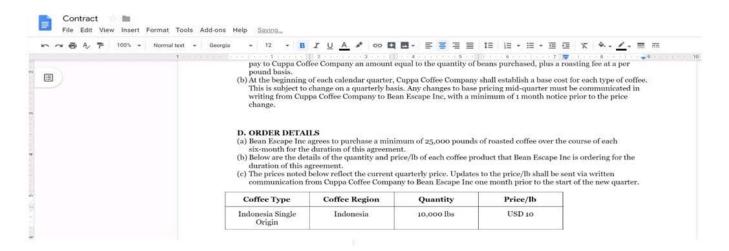
SIMULATION Overview You have negotiated a new deal with a customer. You now want to finalize their contract with your

company for an annual supply of coffee beans.





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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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