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QUESTION 1

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 Sender (name and address)

2 Recipient (name and address)

3 Recipient's destination details
Place
Country
Date
Arrival time Departure time

4 Sender instructions

5 Carrier (name and address)

6 Carrier notes for transporting goods

7 Item name

- Item A
- Item B
- Item C
- Item D
- Item E

8 Method of packing

9 Nature of goods

10 Weight in kg

11 Volume in m3

12 Special agreements between the sender and the carrier

13 To be paid by:
Transport charges

Sender

Recipient

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

A. See explanation below.

Correct Answer: A

QUESTION 2

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

Georgia 24 B I U A

1 Cuppa Coffee Company

2 Our Mission

3 Corporate Values

4 Our Values

5 Our Customers


6 Our Employees

7 Our Team

8 Working Hours

Cuppa Coffee Company

Consistently Quality Coffee



Click to add speaker notes



The screenshot shows a Google Slides presentation titled "Cuppa Coffee Company". The interface includes a menu bar (File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, Help, Saving...), a toolbar with various editing tools, and a slide navigation pane on the left. The main slide area displays the title "Cuppa Coffee Company" in a large, bold, orange font, with the tagline "Consistently Quality Coffee" in a smaller, italicized font below it. The slide is decorated with horizontal teal lines. A small circular logo with the text "CUPPA COFFEE COMPANY" is visible in the bottom right corner of the slide. The slide navigation pane on the left shows a list of slides, with the first slide selected. The status bar at the bottom indicates "Click to add speaker notes".

QUESTION 3

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
- 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.

A. See explanation below.

Correct Answer: A



Dream Digital Design Job Description

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text

Outline

- Web Designer
- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

Digital Design

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

- 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

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- 2 years of experience designing websites for clients
- Portfolio of web-design projects

Preferred Qualifications

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Benefits

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

Dream Digital Design is an equal opportunity workplace and is an affirmative action



Dream Digital Design Job Description

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text

Outline

- Web Designer
- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

More fonts

- AMATEUR
- Arial
- Courier
- Comfortaa
- Comic Sans MS
- Courier New
- EB Garamond
- Georgia
- Impact
- Jetster
- Lora
- Merriweather
- Montserrat
- Nunito
- Oswald
- Pacifico
- Playfair Display
- Roboto
- Roboto Mono
- Spectral
- Times New Roman
- Trebuchet MS
- Verdana

Web Designer

Dream Digital Design

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.

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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



QUESTION 4

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

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

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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