

GSUITE^{Q&As}

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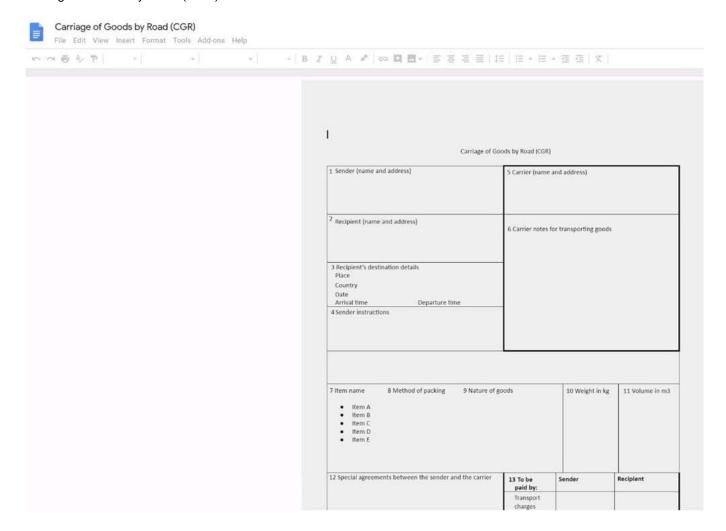
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QUESTION 1

SIMULATION

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. 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 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

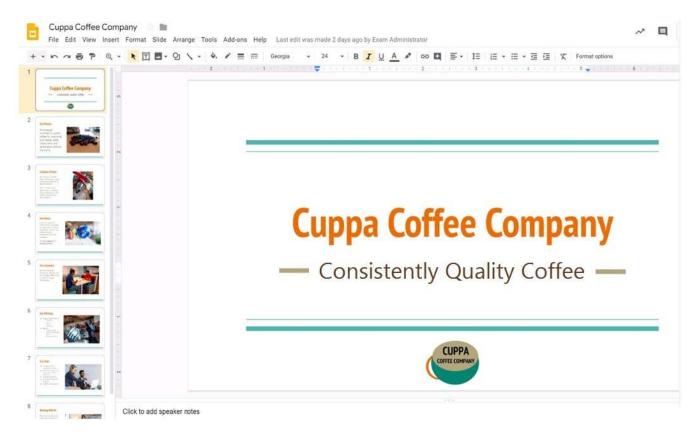
QUESTION 2

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

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review,

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

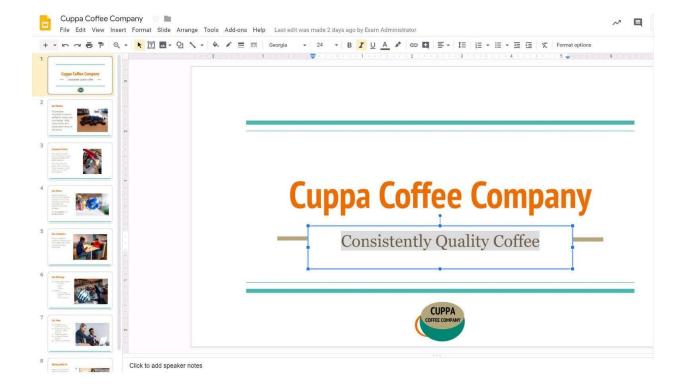


You need to edit an existing presentation all about your company, Cuppa Coffee Company. On the first slide of the Cuppa Coffee Company presentation, italicize the Consistently Quality Coffee text.

A. See explanation below.

Correct Answer: A

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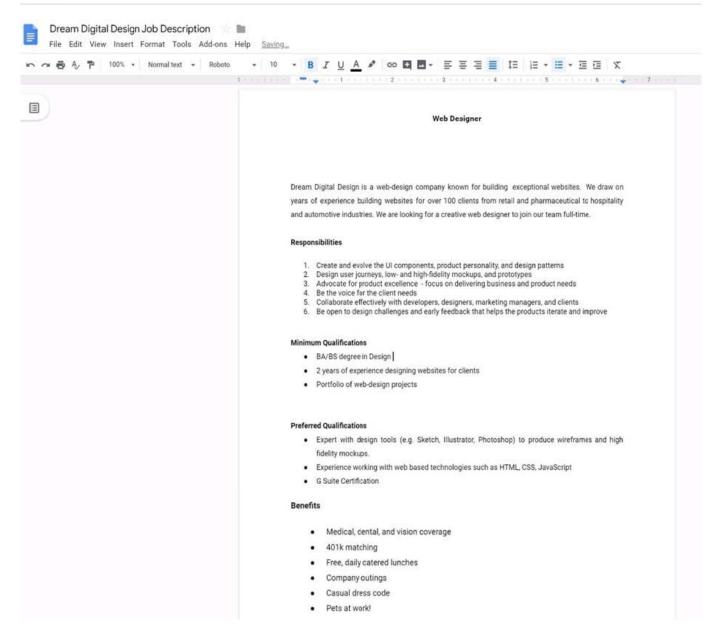
QUESTION 3

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.

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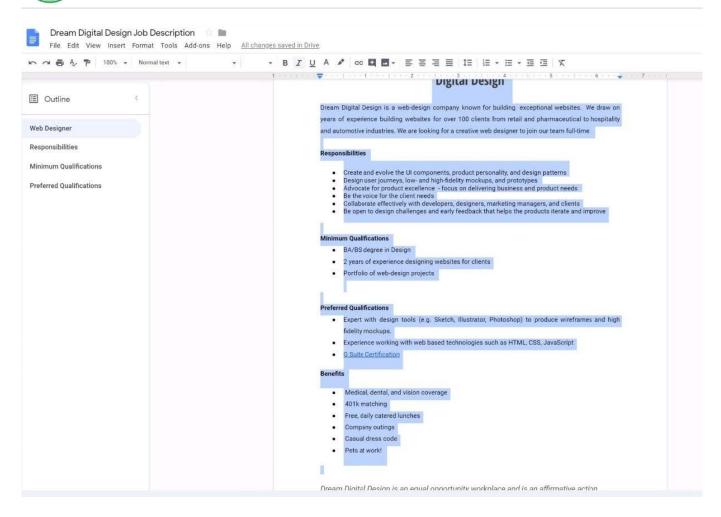
Change the font of all the text in the document to Arial, font size 11.

A. See explanation below.

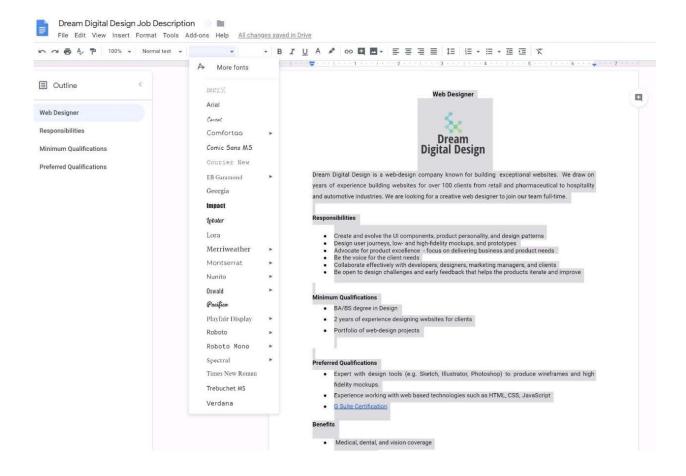
Correct Answer: A



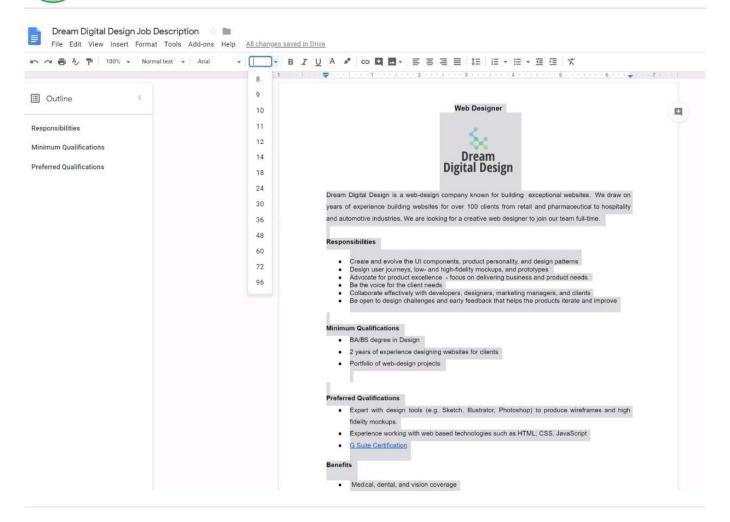
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QUESTION 4

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



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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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