



# GSUITE<sup>Q&As</sup>

Google GSuite

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### QUESTION 1

Dream Digital Design Job Description

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**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.

**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



Dream Digital Design Job Description

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1 2 3 4 5 6 7

**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.

**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**

- 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

## 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

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### 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 Preferred Qualifications, add a link to <https://cloud.google.com/certification/gsuite> to the G Suite Certification text.

A. See explanation below.

Correct Answer: A



The screenshot shows a Google Docs interface with a document titled "Dream Digital Design Job Description". The document content includes sections for "Responsibilities", "Minimum Qualifications", "Preferred Qualifications", and "Benefits". A context menu is open over the text "G Suite Certification" in the "Preferred Qualifications" section. The menu options include Cut, Copy, Paste, Paste without formatting, Delete, Explore 'G Suite Certificati...', Define 'G Suite Certificati...', Comment, Suggest edits, Save to Keep, Link, Select all matching text, Update 'Normal text' to match, and Clear formatting. The document text is partially obscured by the menu.

**Dream Digital Design Job Description**

years of experience bu  
and automotive industri

**Responsibilities**

- Create and evol
- Design user jou
- Advocate for pr
- Be the voice for
- Collaborate effe
- Be open to desi

**Minimum Qualifications**

- BA/BS degree in
- 2 years of exper
- Portfolio of wet

**Preferred Qualifications**

- Expert with des
- Fidelity mockup
- Experience wor
- G Suite Certificati...

**Benefits**

- Medical, dental, and vision coverage
- 401k matching
- Free, daily catered lunches
- Company outings
- Casual dress code
- Pets at work!



The screenshot shows a Google Docs interface with the following content:

**Dream Digital Design Job Description**

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**

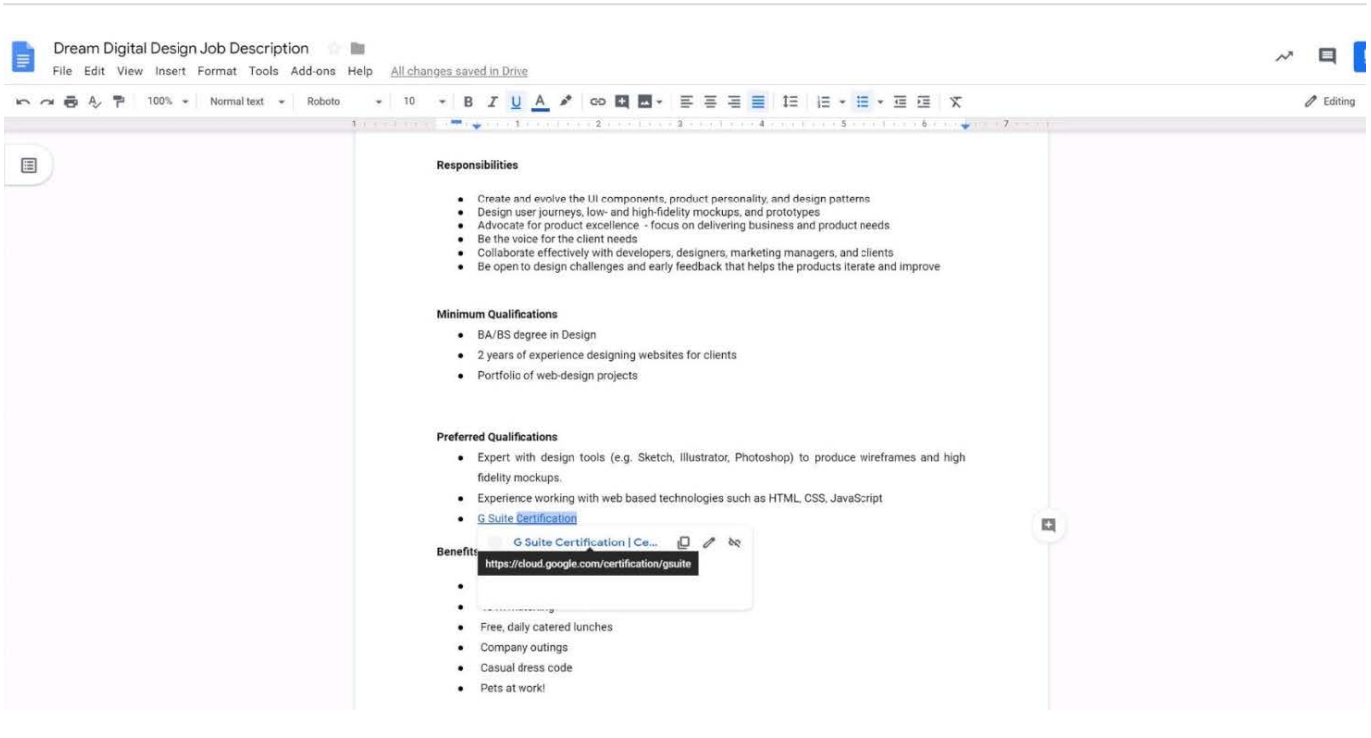
- BA/BS degree in Design
- 2 years of experience designing websites for clients
- Portfolio of web-design projects

**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**

- Text: G Suite Certification
- Link: <https://cloud.google.com/certification/gsuite>
- Casual dress code
- Pets at work!



## QUESTION 2

You just started your new job and received an email with a Getting Started manual attached. After a few weeks, you want to remove this email from your Gmail inbox but preserve it for future reference. What should you do?

- A. Mark as not important
- B. Delete the email
- C. Archive the email
- D. Label the email

Correct Answer: C

## QUESTION 3

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](http://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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#### QUESTION 4

You have a folder saved locally on your laptop. You need to upload the folder to Google Drive. What should you do?

A. In Google Drive, click New, and then click File Upload. Select the file you want to upload from your laptop

B. In Google Drive, click New, and then click Folder. Give a name to the new folder, and then click Create

C. In Google Drive, navigate to My Drive. Click Upload files and upload the relevant files from your local drive to Google Drive

D. In Google Drive, click New, and then click Folder Upload. Select a folder you want to upload, and then click Upload

Correct Answer: A

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#### QUESTION 5

**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

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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

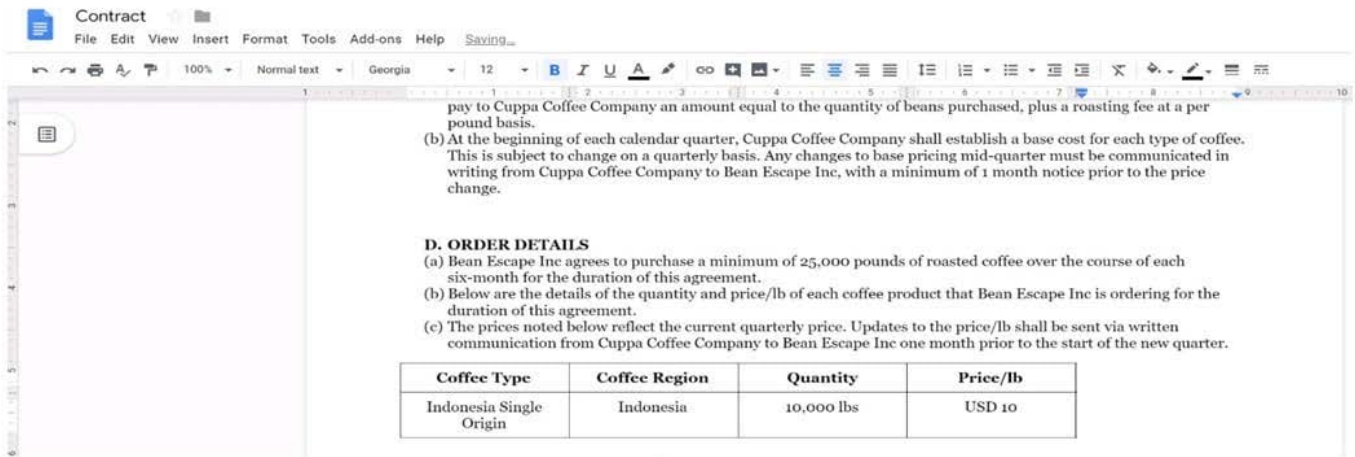
It is hereby agreed as follows:

#### 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.



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

A. See explanation below.

Correct Answer: A

## QUESTION 6

Your manager is working from a different office today during your regularly scheduled weekly meeting. You want to schedule a Google Hangouts video call to meet virtually. What should you do?

- A. Within the existing Google Calendar event for your meeting, update the location to Virtual and click Save
- B. Within the existing Google Calendar event for your meeting, click Add conferencing, select Hangouts and then click Save
- C. Go to Settings, click Add calendar for video calls, and add your meeting to this calendar
- D. On your Google Calendar landing page, create a new event to schedule a new video meeting

Correct Answer: D

Reference: <https://support.google.com/a/users/answer/9300131?hl=en>

## QUESTION 7

### SIMULATION

#### Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.



Front Desk: Training Guide I Module 1  
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Outline

- Mission and Vision
- Lodge Majestique Mission
- Lodge Majestique Vision
- Excellent Customer Service
- Do's and Don'ts of the Front Desk
- Staffing the Front Desk
- Summary
- End of Module 1

Facility: Lodge Majestique  
Training Completed On:

## Lodge Majestique Front Desk Training Module 1



Training Objectives

In this 30-minute training session, we will go over the golden standards of customer service provided at Lodge Majestique. There is no action too small for our staff to do in order to create a world-class experience for our guests. The front desk managers are the first people our guests interact with upon arrival. Therefore, it is important for the front desk staff to create a positive first impression. With this in mind, we rely on our dedicated and passionate staff to provide our guests with professional and friendly service. Please take this time to ask questions, write down notes, and immerse yourself in this training journey. Welcome to the Lodge Majestique family!

Become familiar with our **Mission and Vision**  
Discuss what it means to provide **Excellent Customer Service**  
Understand the **Do's and Don'ts of the Front Desk**  
Practice **Staffing the Front Desk**



On page 2 of the Front Desk: Training Guide | Module 1, format the 4 training objectives as a bulleted list.

A. See explanation below.

Correct Answer: A

### QUESTION 8

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
3	Shift 2 4 pm - 12 am																			
4	Shift 1 8 am - 4 pm																			
5	<b>Employee Name</b>	<b>Assignment</b>	<b>Total Shifts</b>	<b>Shift 1</b>	<b>Shift 2</b>	<b>Shift 3</b>	<b>Shift 1</b>	<b>Shift 2</b>	<b>Shift 3</b>	<b>Shift 1</b>	<b>Shift 2</b>	<b>Shift 3</b>	<b>Shift 1</b>	<b>Shift 2</b>	<b>Shift 3</b>	<b>Shift 1</b>	<b>Shift 2</b>	<b>Shift 3</b>		
6	Henry B.	Brakes	23		X	X			X						X			X	X	23
7	Liana C.	Brakes	10		X			X			X			X				X		10
8	Payton P.	Brakes	23	X			X			X			X			X				23
9	Alina L.	Engine	14			X			X			X			X				X	14
10	Ashanti M.	Engine	18		X						X			X						18
11	Kellen L.	Engine	18	X			X			X			X			X				18
12	Cecilia B.	Exhaust	25		X			X			X			X						25
13	Kael M.	Exhaust	17			X			X			X			X				X	17
14	Raven J.	Exhaust	30	X			X			X			X			X				30
15	Adyson Y.	Exterior	10							X				X				X		10
16	Litzy S.	Exterior	6			X			X			X			X				X	6
17	Ross M.	Exterior	22	X			X			X			X			X				22
18	Jaiden D.	Interior	27			X			X						X				X	27
19	Kyan F.	Interior	12	X			X			X			X							12
20	Lillianna K.	Interior	11		X			X			X		X	X				X		11
21	<b>Weekly Employee Shift Schedule</b>																			
22																				
23																				
24					<b>Monday</b>			<b>Tuesday</b>			<b>Wednesday</b>			<b>Thursday</b>			<b>Friday</b>			<b>Shifts to date</b>
25																				
26																				
27																				
28																				

### 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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=SUM()

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>Weekly Employee Shift Schedule</b>																		
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	<b>Employee Name</b>	<b>Assignment</b>	<b>Total Shifts</b>	<b>Monday</b>			<b>Tuesday</b>			<b>Wednesday</b>			<b>Thursday</b>			<b>Friday</b>			<b>Shifts to date</b>
10				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	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	Litzzy 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																			

Filter the table so that only shifts with "brakes" assignments are viewable.

A. See explanation below.

Correct Answer: A



Employee Shift Schedule for Kelvin Cars

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28

Name: Filter 1 Range: A1:S21

Week No.	28																		
Employee Name	Assignment	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	Shift 1	Shift 2	Shift 3	
Henry B.	Brakes	X									X					X	X		23
Liana C.	Brakes	X			X					X			X			X			10
Payton P.	Brakes			X				X						X					23
Aline L.	Engine	X				X					X							X	14
Ashanti M.	Engine				X					X			X						18
Kellen L.	Engine			X				X					X						18
Cecilia B.	Exhaust	X			X					X			X						25
Kael M.	Exhaust	X				X					X			X				X	17
Raven J.	Exhaust			X				X			X			X					30
Adyson Y.	Exterior				X					X			X			X			10
Litzy S.	Exterior	X				X					X			X			X		6
Ross M.	Exterior			X				X					X			X			22
Jaiden D.	Interior	X											X				X		27
Kyan F.	Interior			X				X											12
Lillianna K.	Interior	X			X			X	X							X			11
No data																			

Monday Tuesday Wednesday Thursday Friday Shifts to date

Week 28





Employee Shift Schedule for Kelvin Cars

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Name: Filter 1 Range: A1:S21

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Week No. 28																		
6	Henry B.	Brakes	23		X	X			X						X		X	X	23
7	Liana C.	Brakes	10		X			X			X			X			X		10
8	Payton P.	Brakes	23	X			X			X			X			X			23
18	Jaideen D.	Interior	27			X			X						X			X	27
19	Kyan F.	Interior	12	X			X			X			X						12
20	Lillianna K.	Interior	11		X			X			X		X	X			X		11
22																			
23																			
24							Monday		Tuesday		Wednesday		Thursday		Friday			Shifts to date	
25																			
26																			
27																			
28																			
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40																			
41																			
42																			
43																			
44																			
45																			
46																			
47																			
48																			
49																			

No data

Data in filtered rows is excluded from the chart. [Include data](#) X

Week 28

### QUESTION 9

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 10**

**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 Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
			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	
Ardyson Y.	Exterior								X					X			X	10
Alina L.	Engine				X			X		X				X				14
Ashanti M.	Engine			X					X				X					18
Cecilia B.	Exhaust			X			X		X				X					25
Henry B.	Brakes			X	X			X					X			X	X	23
Jaiden D.	Interior				X			X					X				X	27
Kael M.	Exhaust				X			X			X			X			X	17
Kellen L.	Engine		X			X			X			X			X			18
Kyan F.	Interior		X			X			X			X						12
Liana C.	Brakes			X			X		X			X		X			X	10
Lillianna K.	Interior			X			X		X		X	X			X			11
Litzy S.	Exterior				X			X			X			X			X	6
Payton P.	Brakes		X			X			X			X			X			23
Raven J.	Exhaust		X			X			X			X			X			30
Ross M.	Exterior		X			X			X			X			X			22

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