



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

Google GSuite

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## QUESTION 1

**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 Consistently quality coffee

2 Our Mission The mission of Cuppa Coffee Company is to provide the highest quality coffee products and services to our customers.

3 Our Vision Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

4 Our Values Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

5 Our Customers Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

6 Our Offerings Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

7 Our Team Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

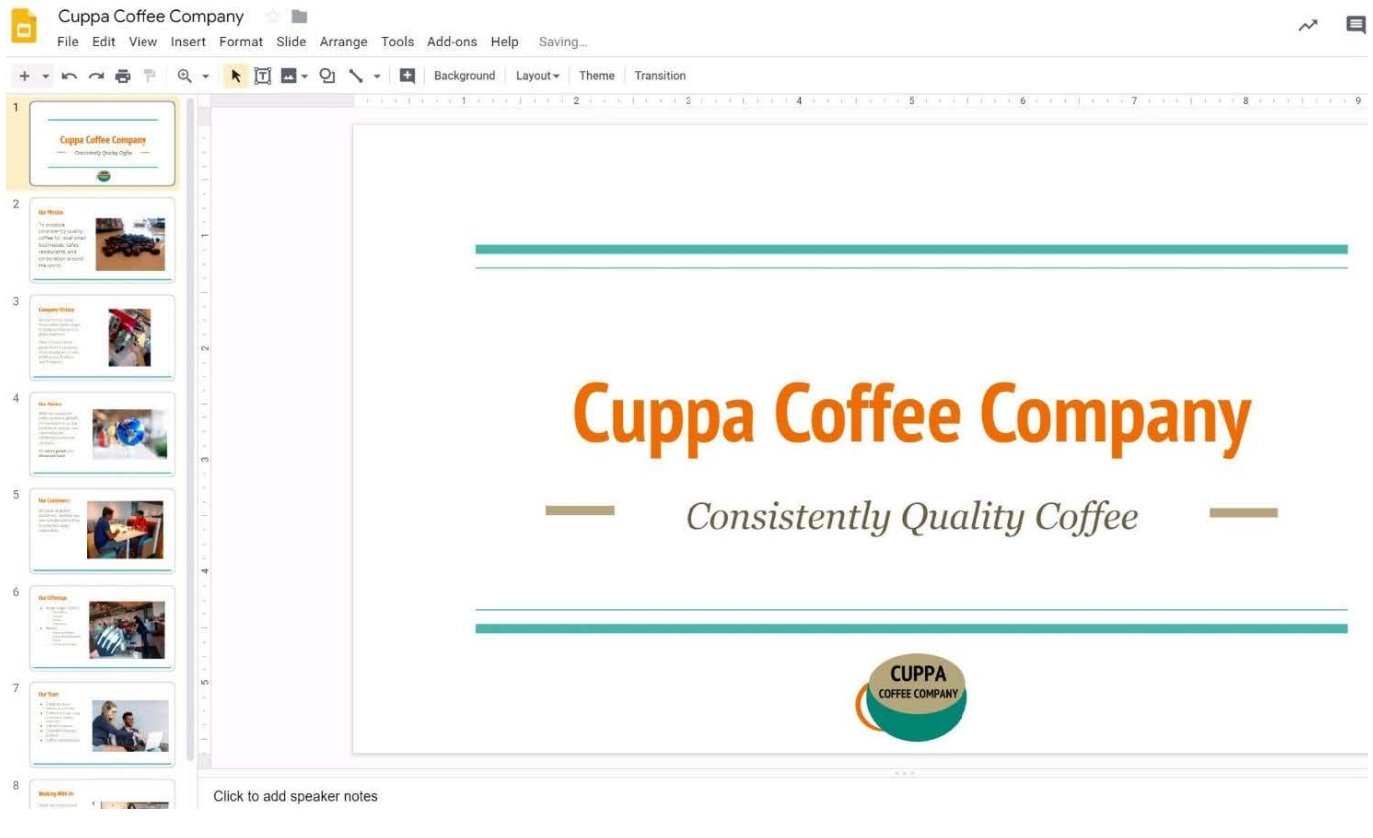
8 Working Hours Cuppa Coffee Company is committed to providing the highest quality coffee products and services to our customers.

# Cuppa Coffee Company

Consistently Quality Coffee

CUPPA COFFEE COMPANY

Click to add speaker notes



## QUESTION 2

You are presenting a Google Slides presentation and need to remind yourself of what to say. You want to see your notes while you are in presenter view. What should you do?

- A. In your presentation, on each slide, click Insert, then click Comment, and add your speaking notes
- B. In your presentation, add notes below each slide, where it says Click to add speaker notes
- C. Write your notes in a Google Doc and link to that document in your Google Slides presentation
- D. In your presentation, click Insert, select Text box, and add your notes to a textbox below each slide

Correct Answer: B

Reference: <https://www.bettercloud.com/monitor/the-academy/use-speaker-notes-google-slides/>

## 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

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 5

**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!

Place the Dream Digital Design Job Logo directly under the Web Designer job title. Resize the image, if needed, for all the text to fit on one page.

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 Arial 11

**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.

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