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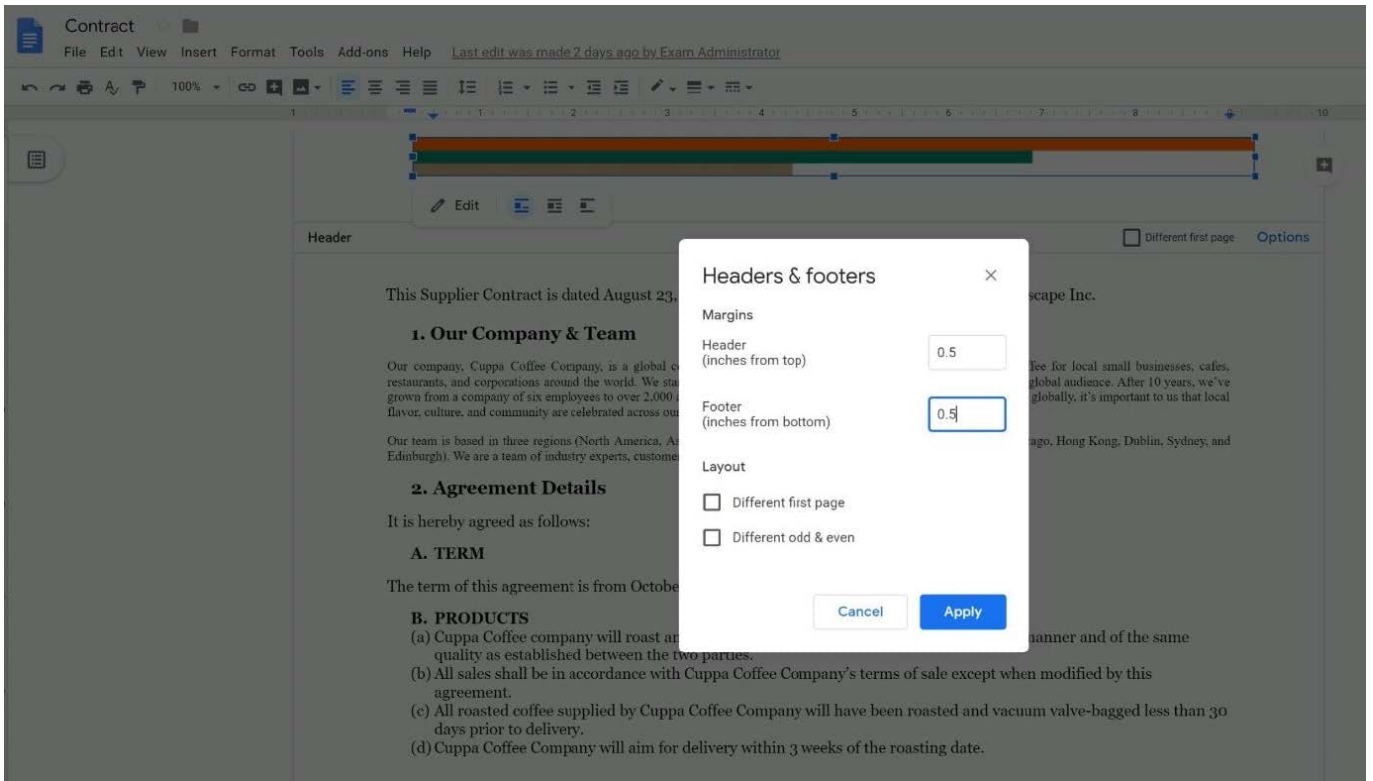
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QUESTION 1



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

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

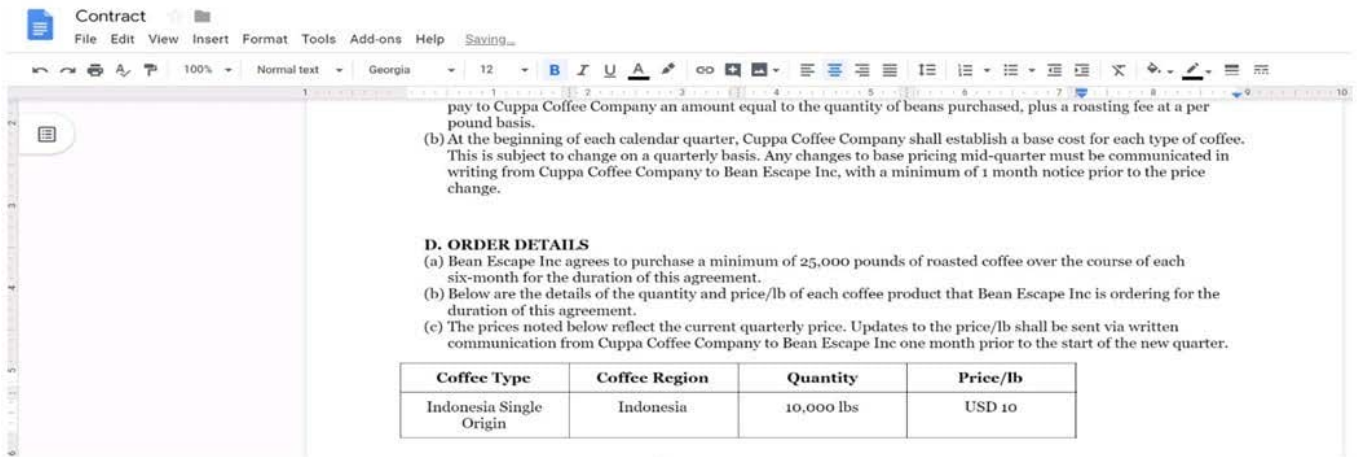
It is hereby agreed as follows:

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.



You want to add a table of contents to the Contract document that automatically updates when changes are made to the different section headers. Add a table of contents with page numbers to the beginning of the contract documents, directly under the title header Cuppa Coffee Company ?Supplier Contract.

A. See explanation below.

Correct Answer: A



Contract

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Cuppa Coffee Company - Supplier Contract

Table of Content

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



The screenshot shows a Google Docs interface with a document titled "Contract". The document content includes a title "Cuppa Coffee Company - Supplier Contract" and a table of contents with the following items:

1. Our Company & Team	2
2. Agreement Details	2
TERM	2
PRODUCTS	2
PRICE	3
ORDER DETAILS	3
PAYMENT	4
CONFIDENTIALITY	4

Below the table of contents, the text reads: "This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc." At the bottom, it states: "Proprietary and Confidential - Cuppa Coffee Company".

QUESTION 2

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

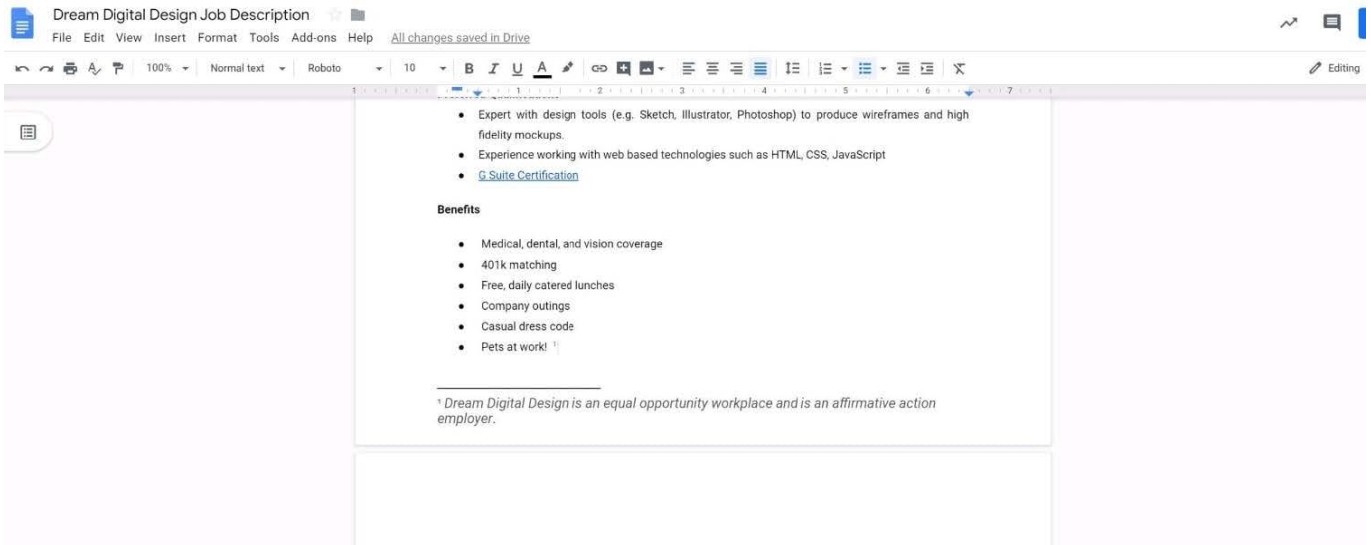
Benefits

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

Add a footer to the doc. The footer should say Dream Digital Design is an equal opportunity workplace and is an affirmative action employer.

A. See explanation below.

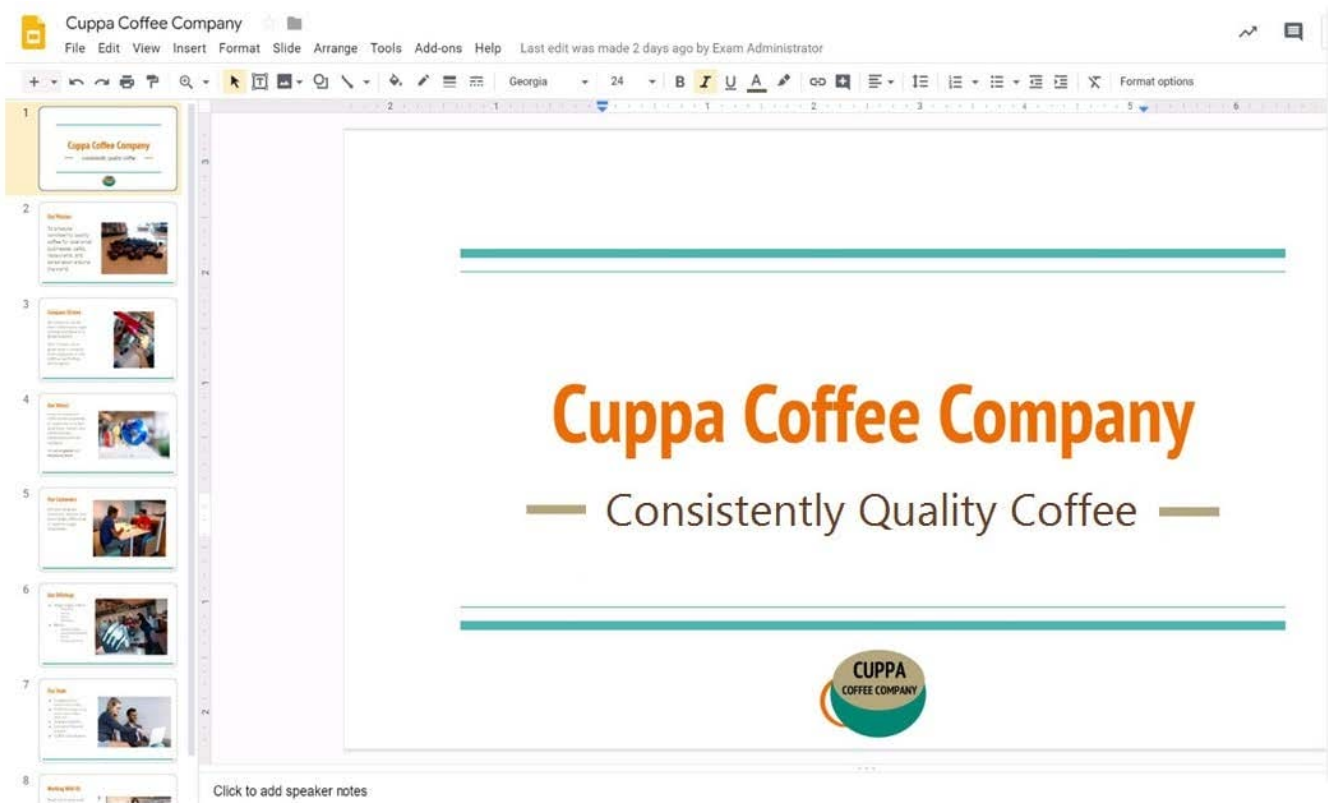
Correct Answer: A



QUESTION 3

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

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Georgia 24 B I U A

1 Cuppa Coffee Company
Consistently Quality Coffee

2 Our Vision
To provide the highest quality coffee products and services to our customers.

3 Our Mission
To provide the highest quality coffee products and services to our customers.

4 Our Values
Integrity, Innovation, and Customer Focus.

5 Our Commitment
To provide the highest quality coffee products and services to our customers.

6 Our Products
A wide range of coffee products including whole bean, ground, and ready-to-drink.

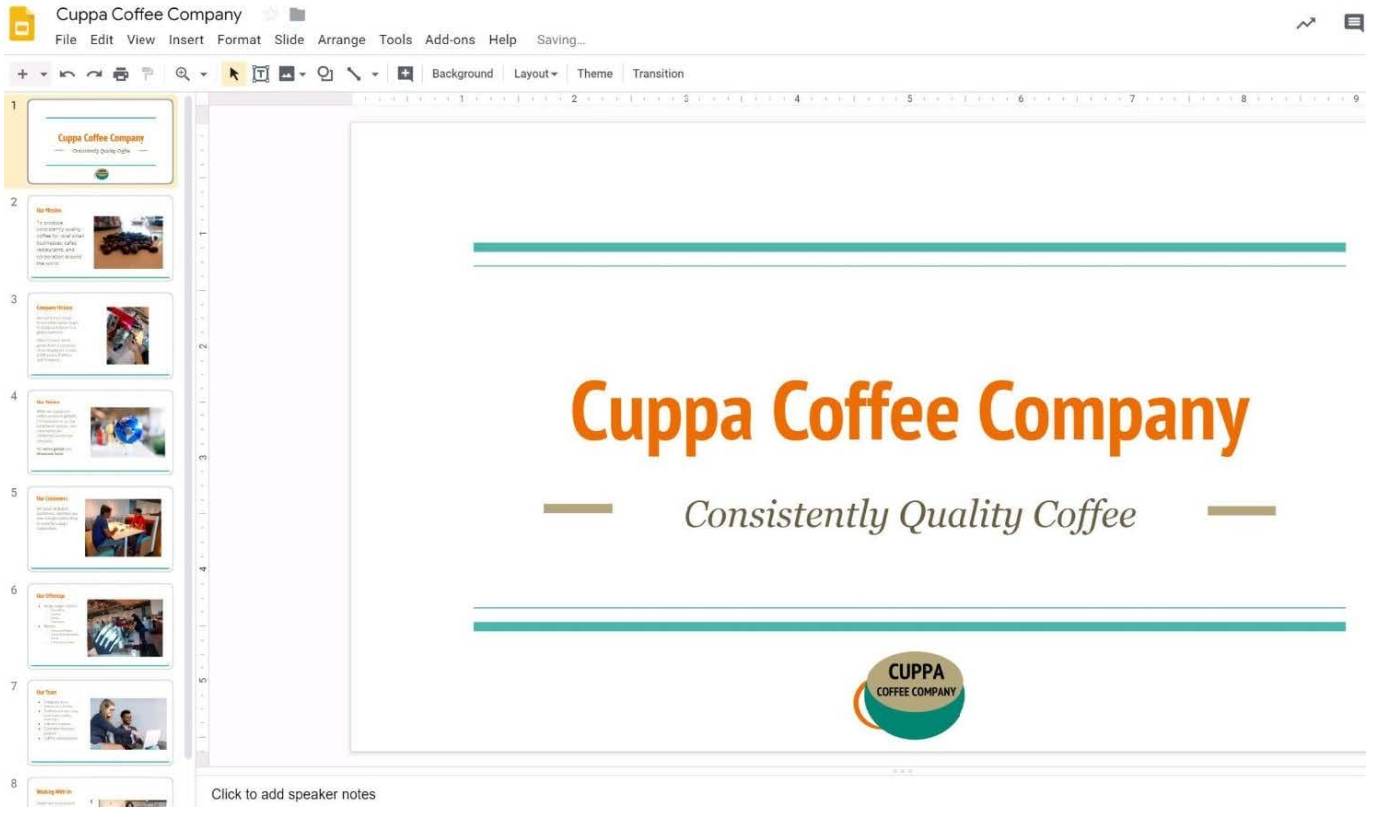
7 Our Team
A dedicated team of professionals committed to excellence.

8 Working Hours

Click to add speaker notes

Cuppa Coffee Company

Consistently Quality Coffee



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)

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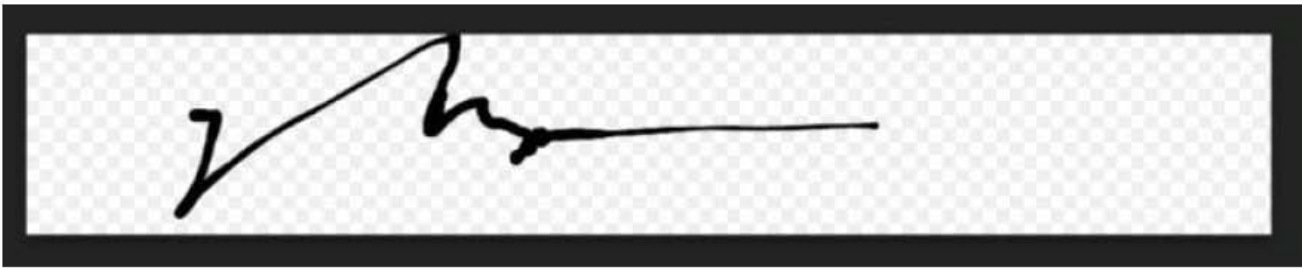
Carriage of Goods by Road (CGR)

1 Sender (name and address)		5 Carrier (name and address)			
2 Recipient (name and address)		6 Carrier notes for transporting goods			
3 Recipient's destination details Place Country Date Arrival time Departure time					
4 Sender instructions					
7 Item name	8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3	
<ul style="list-style-type: none"> • Item A • Item B • Item C • Item D • Item E 					
12 Special agreements between the sender and the carrier			13 To be paid by:	Sender	Recipient
			Transport charges		


Insert the electronic signature, carrier_signature.png, in the cell titled, 17 Signature or stamp of the carrier.

A. See explanation below.

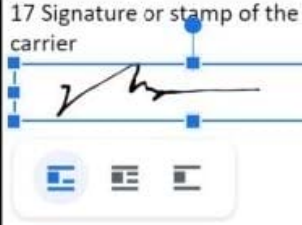
Correct Answer: A



Subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the Carriage of Goods by Road (CMR)

		18 Goods received	
		Time of arrival	Time of departure
Sender	17 Signature or stamp of the carrier 	Signature or stamp of the recipient	
Carrier			



15 This package is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the International Carriage of Goods by Road (CGR)		18 Goods received	
15 Date		Time of arrival	Time of departure
16 Signature or stamp of the sender	17 Signature or stamp of the carrier 		
			Signature or stamp of the recipient
Unofficial notes reserved for Carrier			

No 1234567

QUESTION 5

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>

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