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QUESTION 1

Employee Shift Schedule for Kelvin Cars

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fx Adyson Y.

Weekly Employee Shift Schedule		Monday		Tuesday		Wednesday		Thursday		Friday		Shifts to date			
Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	
Adyson Y.	Exterior							X		X			X		10
Alina L.	Engine			X			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		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		10
Lillianna K.	Interior			X			X		X		X		X		11
Litz S.	Exterior			X			X		X		X		X		8
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

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	Weekly Employee Shift Schedule																		
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	Employee Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
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	
11	Ardyson Y.	Exterior								X			X			X		X	10
12	Alina L.	Engine			X				X					X				X	14
13	Ashanti M.	Engine		X						X				X					18
14	Cecilia B.	Exhaust		X			X			X				X					25
15	Henry B.	Brakes		X	X			X						X			X	X	23
16	Jaiden D.	Interior			X			X						X				X	27
17	Kael M.	Exhaust			X			X			X			X				X	17
18	Kellen L.	Engine		X			X			X			X			X			18
19	Kyan F.	Interior		X			X			X			X						12
20	Liana C.	Brakes			X		X			X			X				X		10
21	Lillianna K.	Interior			X			X			X		X	X			X		11
22	Litzzy S.	Exterior				X			X			X			X			X	6
23	Payton P.	Brakes		X			X			X			X			X			23
24	Raven J.	Exhaust		X			X			X			X			X			30
25	Ross M.	Exterior		X			X			X			X			X			22
26																			
27																			
28																			
29																			
30																			
31																			

In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

A. See explanation below.

Correct Answer: A



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	Weekly Employee Shift Schedule																			
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	Employee Name	Assignment	Total Shifts	Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date											
10	Adyson Y.	Exterior	=SUM()								X			X				X		10
11	Alina L.	Engine	SUM(value1, [value2, ...])		X						X	X			X				X	14
12	Ashanti M.	Engine	Example								X			X						18
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)								X			X						25
14	Henry B.	Brakes	Summary		X									X				X	X	23
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.		X									X					X	27
16	Kael M.	Exhaust	value1		X						X			X					X	17
17	Kellen L.	Engine	The first number or range to add together.			X							X							18
18	Kyan F.	Interior	value2 - [optional] repeatable			X					X									12
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.								X			X				X		10
20	Lillianna K.	Interior	Learn more about SUM								X			X				X		11
21	Litzzy S.	Exterior				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																				



Employee Shift Schedule for Kelvin Cars

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10 B I S A

=SUM(D10:R10)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Weekly Employee Shift Schedule																		
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																			
9	Employee Name	Assignment	Shifts	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	Shifts to date
10	Adyson Y.	Exterior									X			X		X			10
11	Alina L.	Engine							X			X			X				14
12	Ashanti M.	Engine									X			X					18
13	Cecilia B.	Exhaust									X			X					25
14	Henry B.	Brakes							X					X		X	X		23
15	Jaiden D.	Interior							X					X			X		27
16	Kael M.	Exhaust							X			X		X				X	17
17	Kellen L.	Engine								X			X		X				18
18	Kyan F.	Interior							X			X		X					12
19	Liana C.	Brakes									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					#VALUE!														



Employee Shift Schedule for Kelvin Cars

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=SUM(S24)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Weekly Employee Shift Schedule																			
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																				
				Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date	
9	Employee Name	Assignment	Total Shifts	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	10										X			X			X	10
11	Alina L.	Engine	14			X			X					X					X	14
12	Ashanti M.	Engine	18		X								X			X				18
13	Cecilia B.	Exhaust	25		X			X					X							25
14	Henry B.	Brakes	23		X	X			X						X			X	X	23
15	Jaiden D.	Interior	27			X		X						X				X		27
16	Kael M.	Exhaust	17			X		X				X			X			X		17
17	Kellen L.	Engine	18	X			X			X			X			X				18
18	Kyan F.	Interior	12	X			X			X			X							12
19	Liana C.	Brakes	10		X			X			X			X				X		10
20	Lillianna K.	Interior	11		X			X			X		X	X				X		11
21	Litzzy S.	Exterior	6			X			X			X			X				X	6
22	Payton P.	Brakes	23	X			X			X			X			X				23
23	Raven J.	Exhaust	30	X			X			X			X			X				30
24	Ross M.	Exterior	22	X			X			X			X			X				22
25																				
26																				
27																				
28																				
29																				
30																				

QUESTION 2

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.

Contract

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pay to Cuppa Coffee Company an amount equal to the quantity of beans purchased, plus a roasting fee at a per pound basis.

- (b) At the beginning of each calendar quarter, Cuppa Coffee Company shall establish a base cost for each type of coffee. This is subject to change on a quarterly basis. Any changes to base pricing mid-quarter must be communicated in writing from Cuppa Coffee Company to Bean Escape Inc, with a minimum of 1 month notice prior to the price change.

D. ORDER DETAILS

- (a) Bean Escape Inc agrees to purchase a minimum of 25,000 pounds of roasted coffee over the course of each six-month for the duration of this agreement.
- (b) Below are the details of the quantity and price/lb of each coffee product that Bean Escape Inc is ordering for the duration of this agreement.
- (c) The prices noted below reflect the current quarterly price. Updates to the price/lb shall be sent via written communication from Cuppa Coffee Company to Bean Escape Inc one month prior to the start of the new quarter.

Coffee Type	Coffee Region	Quantity	Price/lb
Indonesia Single Origin	Indonesia	10,000 lbs	USD 10

On the Contract document, you want to add your company logo under the header Cuppa Coffee Company ?Supplier



Contract. Insert the Company Logo.jpg image located in your Drive directly under the header. You do not need to align or resize the image.

A. See explanation below.

Correct Answer: A



The screenshot shows a Google Docs document titled "Contract". The document content includes a table of contents and a paragraph of text. A menu is open over the table of contents, showing options like "Image", "Table", "Drawing", "Chart", "Horizontal line", "Footnote", "Special characters", "Equation", "Header & page number", "Break", "Link", "Comment", "Bookmark", and "Table of contents".

Table of Contents:

Company & Team	2
Agreement Details	2
M	2
DUCTS	2
E	3
ER DETAILS	3
MENT	4
CONFIDENTIALITY	4

Main Text:

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

Proprietary and Confidential - Cuppa Coffee Company




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

QUESTION 3

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

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:	
			Transport charges	
			Sender	Recipient

In the cell titled 7 Item name, change the bulleted list to a numbered list.

A. See explanation below.

Correct Answer: A



Carriage of Goods by Road (CGR) ☆ ■
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100% Normal text Calibri 10 B I U A

Numbered list 5 6 7 8

Outline

Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S C A R A

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 <ul style="list-style-type: none">• 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:	Sender	Recipient
		Transport charges		
		Extra charges		
		Other charges		



Carriage of Goods by Road (CGR) All changes saved in Drive

File Edit View Insert Format Tools Add-ons Help

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Numbered list (Ctrl+Shift+7)

Outline

Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S C A R A

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 1. Item A 2. Item B 3. Item C 4. Item D 5. 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:	
			Sender	Recipient
			Transport charges	
			Extra charges	
			Customs	
			Other charges	



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
1. Item A 2. Item B 3. Item C 4. Item D 5. Item E				
12 Special agreements between the sender and the carrier		13 To be paid by:		
		Transport charges		
		Extra charges		
		Customs		
		Other charges		
14 Cash on delivery				

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

You received an email request that you want to respond to next week. For you to remember about this request, you need to have this email on top of your inbox next Monday at 9:30 AM. What should you do?

- A. Click Snooze in the email options. Then select to snooze the email until 9:30 AM next Monday.
- B. Mark the email as Important. Create a calendar event for 9:30 AM next Monday. Then add the email's URL to the calendar event.
- C. Add the email to Tasks. Then edit the task to have a due date of 9:30 AM next Monday.



D. Create a calendar event for 9:30 AM next Monday, and add an email notification to be sent to your inbox.

Correct Answer: A

Reference: <https://support.google.com/a/users/answer/9260550#2.6>

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