

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

Google GSuite

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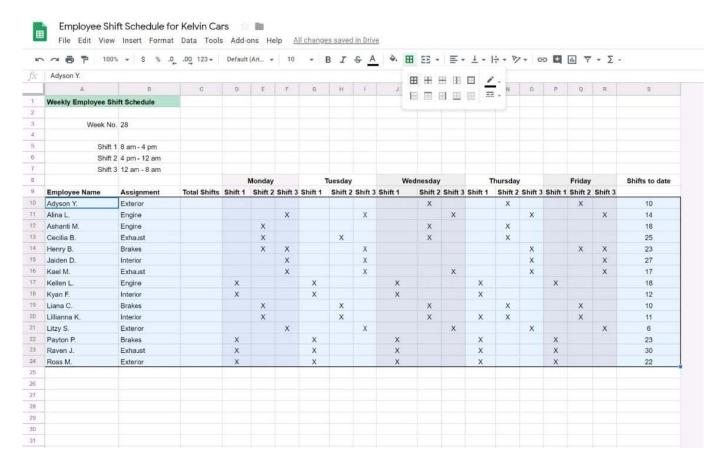
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#### **QUESTION 1**

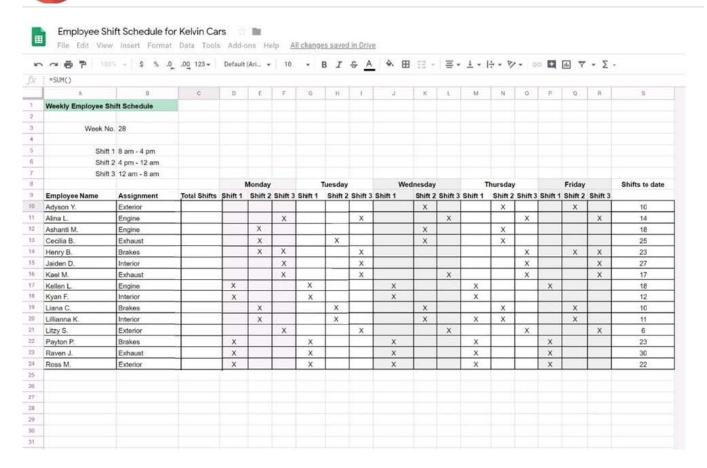


#### **SIMULATION**

#### Overview

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

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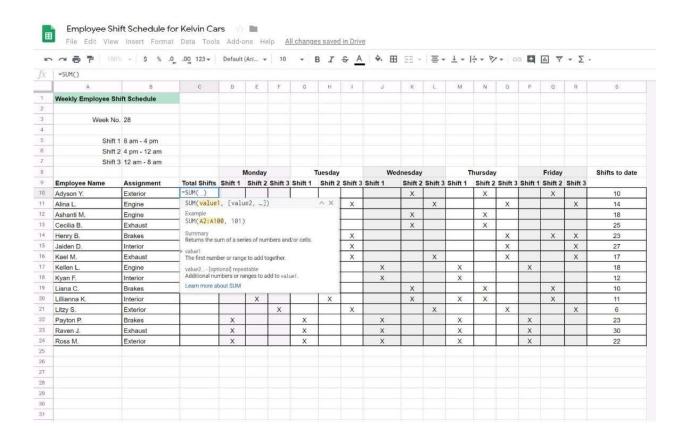


In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

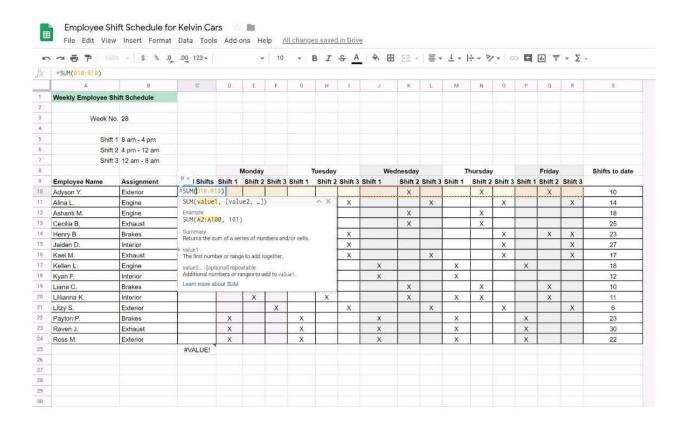
A. See explanation below.

Correct Answer: A

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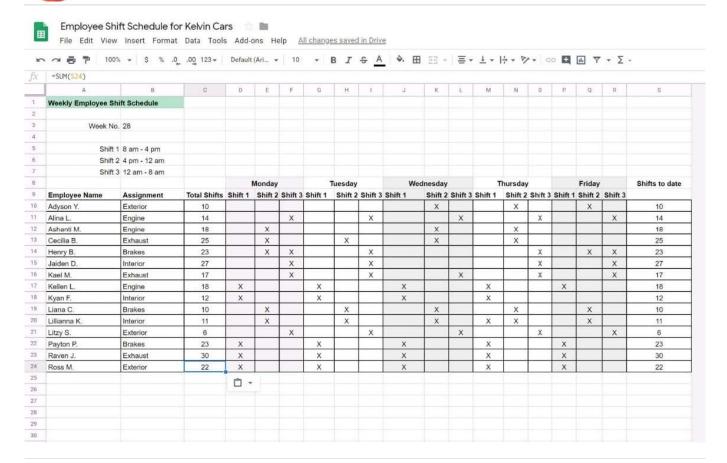


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#### **QUESTION 2**

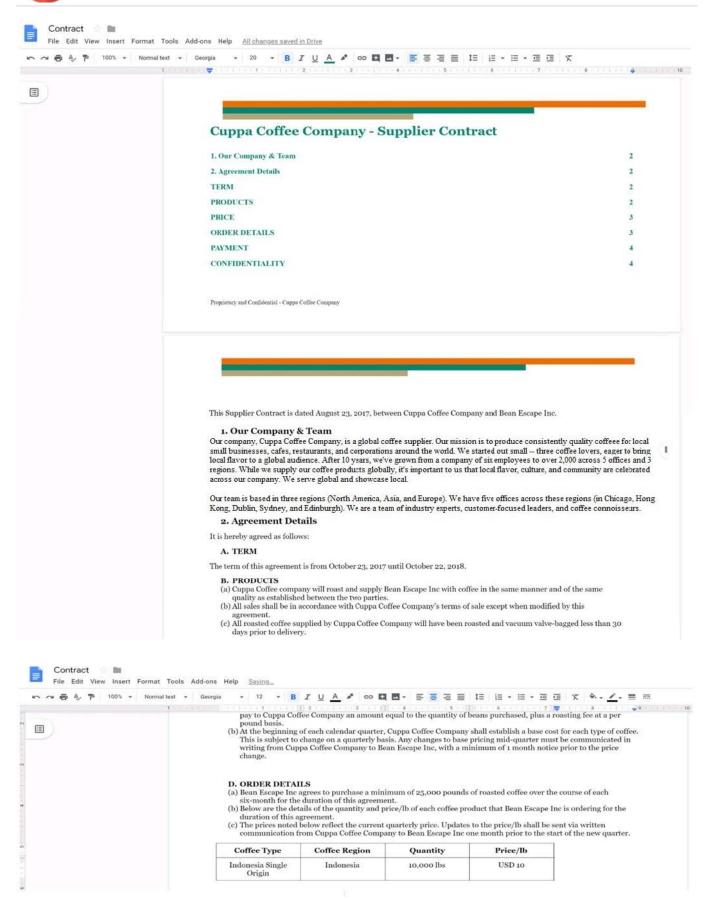
#### **SIMULATION**

## 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.



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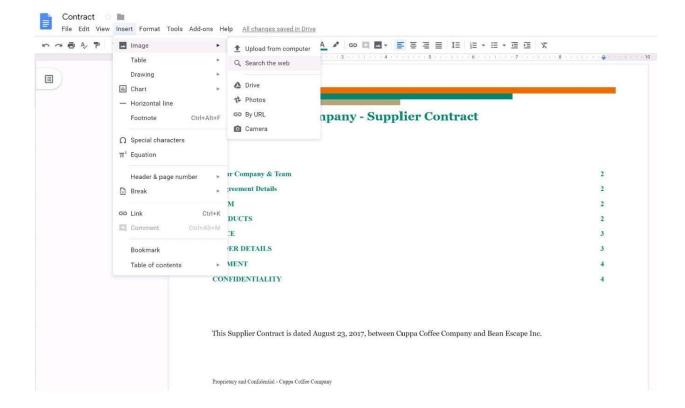
On the Contract document, you want to add your company logo under the header Cuppa Coffee Company ?Supplier



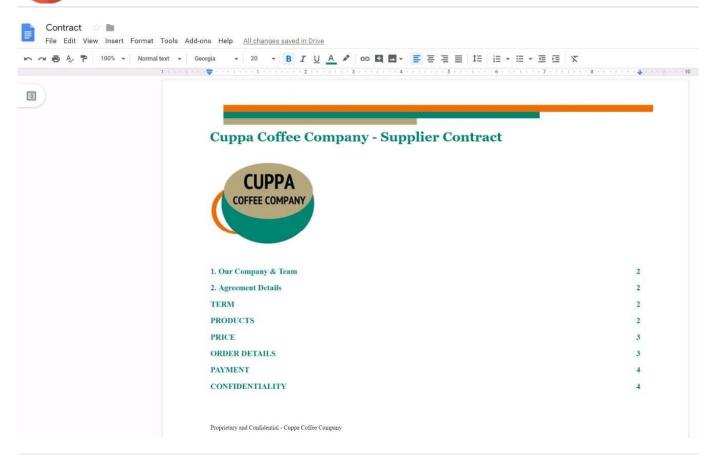
Contract. Insert the Company Logo.jpg image located in your Drive directly under the header. You do not need to align or resize the image.

A. See explanation below.

Correct Answer: A



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#### **QUESTION 3**

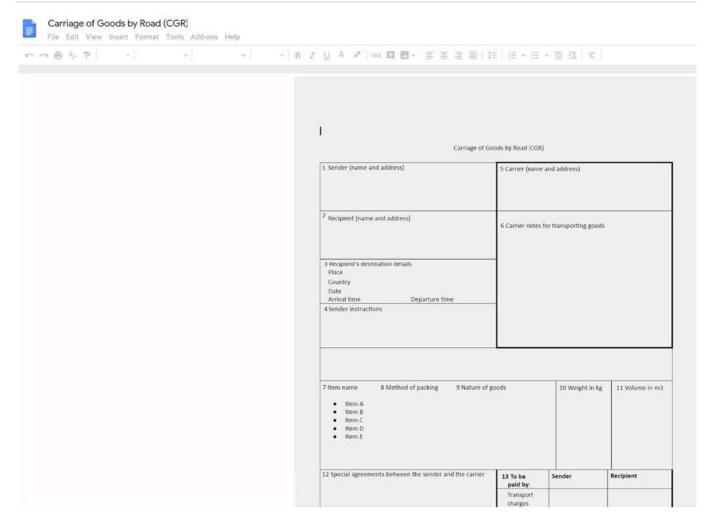
#### **SIMULATION**

#### 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.



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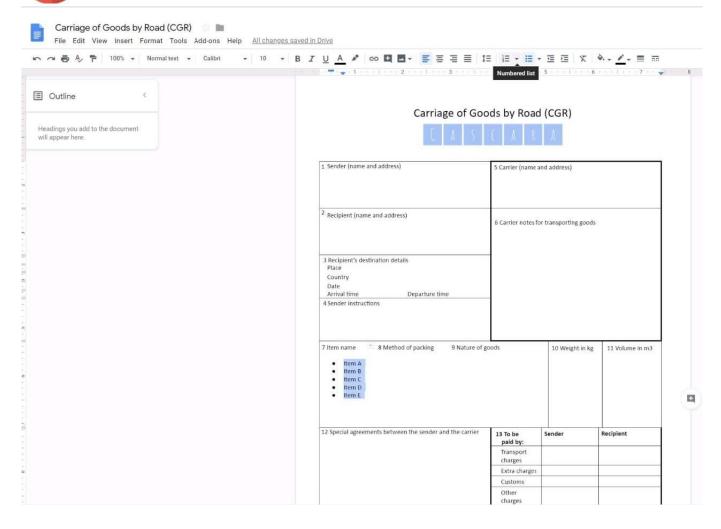
In the cell titled 7 Item name, change the bulleted list to a numbered list.

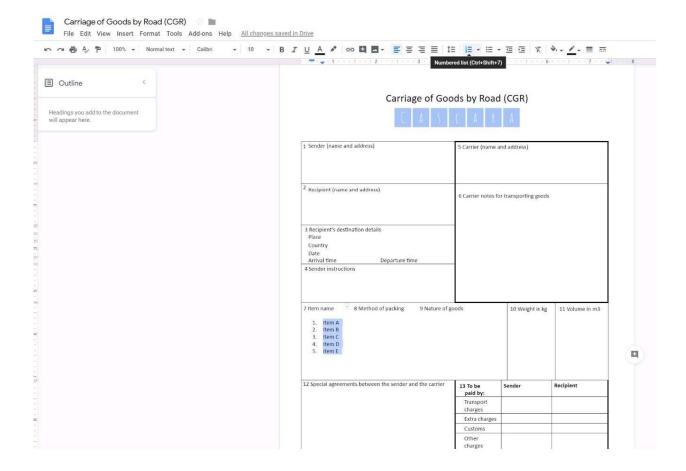
A. See explanation below.

Correct Answer: A



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	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  1. Item A 2. Item B 3. Item C 4. Item D 5. Item E		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		

#### **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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