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QUESTION 1

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 2

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

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

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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		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	
11	Alina L.	Engine				X			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	Litzy 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																				

In the Employee Shift Schedule for Kelvin Cars, add a border to all the cells in range A10:S24.



A. See explanation below.

Correct Answer: A

QUESTION 3

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 4

You want to link to your Google Slides presentation from the company's website. The web developer has asked you to provide a hyperlink that will start the slideshow as soon as the user clicks the link. What should you do?

- A. Click Insert and then click Link
- B. Click File, click Download as, and then click Microsoft PowerPoint (.pptx)
- C. Click Share and then click Get shareable link
- D. Click File, click Publish to the web, click Link, and then click Publish

Correct Answer: C

Reference: <https://business.tutsplus.com/tutorials/embed-google-slides-presentations-online--cms-29503>

QUESTION 5

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

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

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	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									X			X			X		10
11	Alina L.	Engine				X			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	Litzy 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																			

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

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