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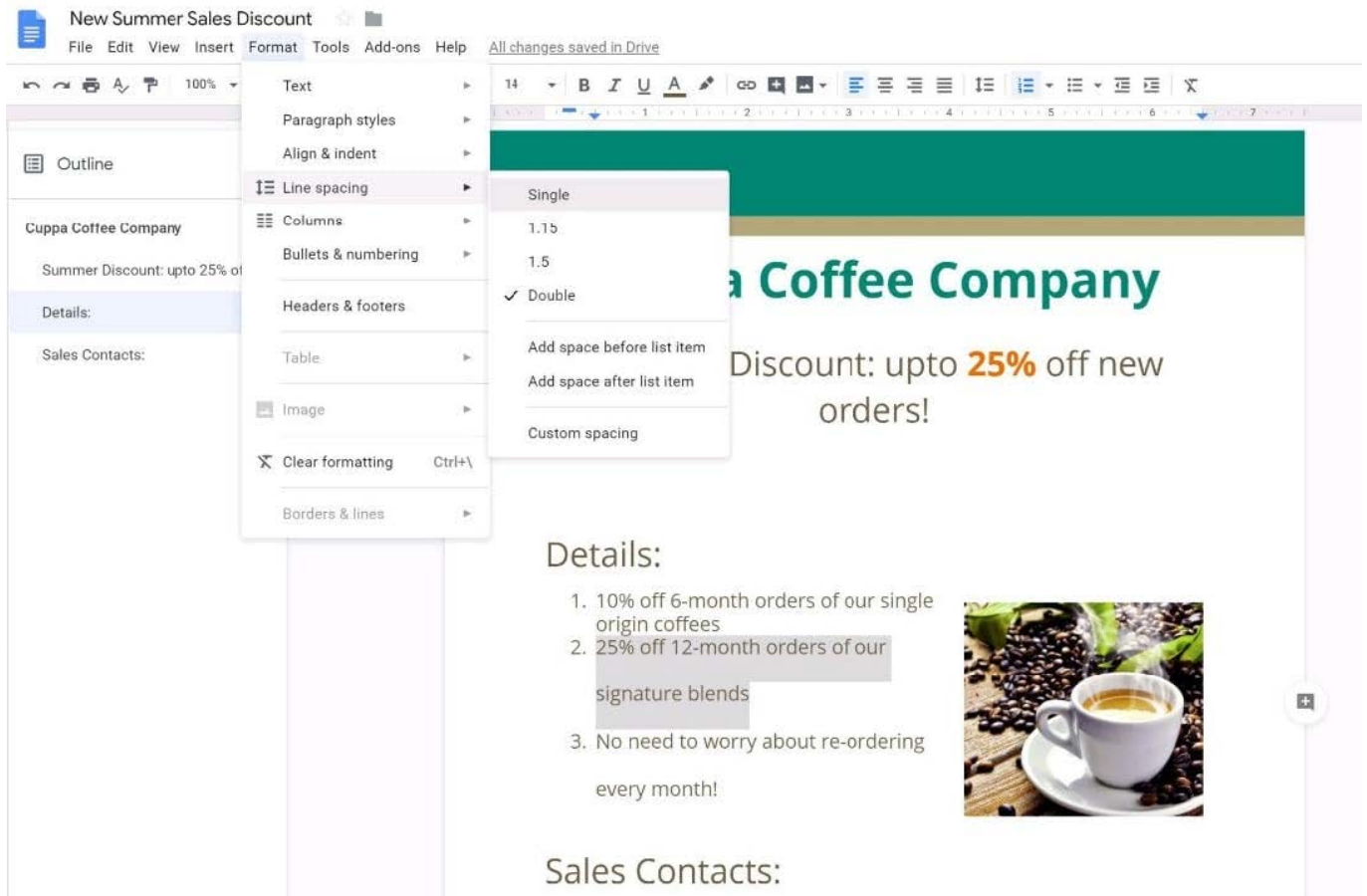
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to update the New Summer Sales Discount that your sale representatives will share with customers.



New Summer Sales Discount

File Edit View Insert Format Tools Add-ons Help Last edit was made 2 days ago by Exam Administrator


100% Heading 1 Open Sans 35 B I U A

Cuppa Coffee Company

Summer Discount: upto **25%** off new orders!

Details:

1. 10% off 6-month orders of our single origin coffees
2. 25% off 12-month orders of our signature blends
3. No need to worry about re-ordering every month!



Sales Contacts:

Reach out to your sales contacts to place your order today!

Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)
Ingrid Sikma (ingrid.sikma@cuppacoffeecompany.com)

In the New Summer Sales Discount document, go to the Details section and change the numbered list to a bulleted list.

A. See explanation below.

Correct Answer: A



New Summer Sales Discount

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

100% Normal text Open Sans 14 B I A

Outline

Cuppa Coffee Company

Summer Discount: upto 25% off...

Details:

Sales Contacts:

Cuppa Coffee

Summer Discount: upto **25%** off new orders!


Details:

- 10% off 6-month orders of our single origin coffees
- 25% off 12-month orders of our signature blends
- No need to worry about re-ordering every month!

Sales Contacts:

Reach out to your sales contacts to place your order today!

Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)





New Summer Sales Discount

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Outline

Cuppa Coffee Company

Summer Discount: upto 25% off...

Details:

Sales Contacts:

Cuppa Coffee Company

Summer Discount: upto **25%** off new orders!


Details:

- 10% off 6-month orders of our single origin coffees
- 25% off 12-month orders of our signature blends
- No need to worry about re-ordering every month!

Sales Contacts:

Reach out to your sales contacts to place your order today!

Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)



QUESTION 2



Dream Digital Design Job Description

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Outline

Responsibilities

Minimum Qualifications

Preferred Qualifications

Web Designer

Dream Digital Design is a... draw on years of experience in pharmaceutical to hospital... designer to join our team full...

Responsibilities

- Create and evolve the...
- Design user journey...
- Advocate for product...
- Be the voice for the...
- Collaborate effectively...
- Be open to design...
- Improve

Minimum Qualifications

- BA/BS degree in De...
- 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](#)

Borders and shading

Position

Border width 0 pt

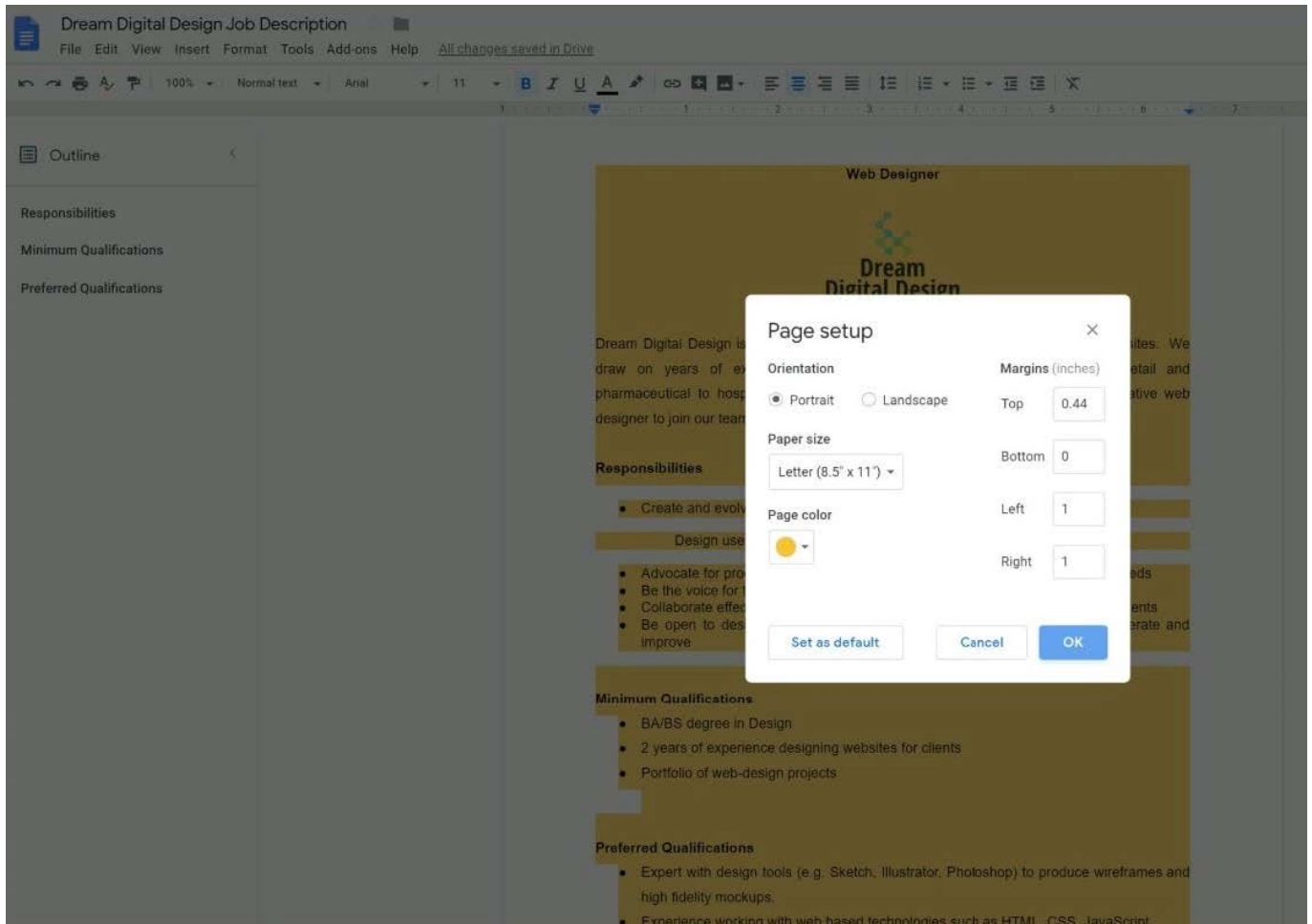
Border dash

Border color

Background color

Paragraph padding 0 pt

Reset Cancel Apply



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

File Edit View Insert Format Tools Add-ons Help Saving...

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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

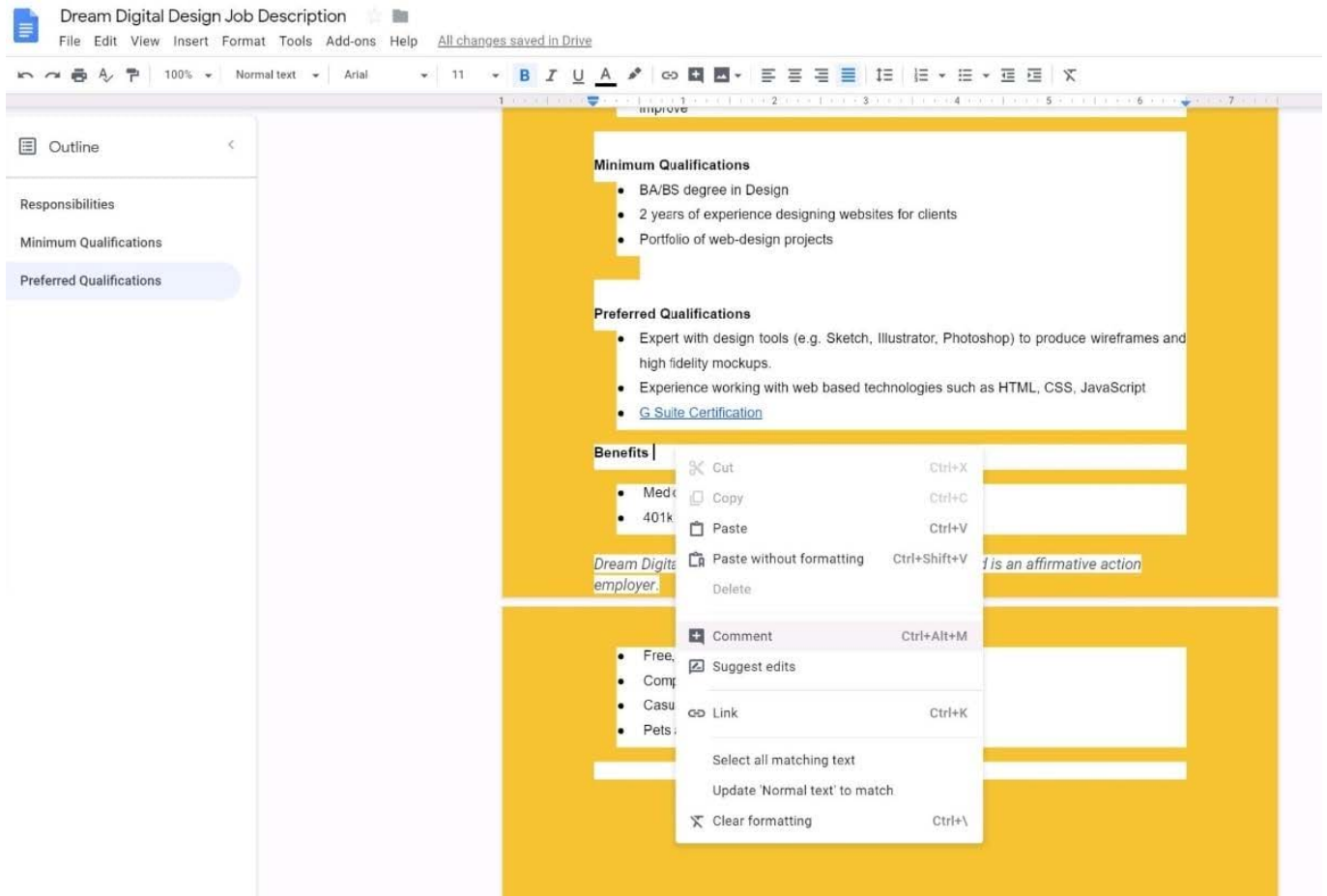
Benefits

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

Leave a comment for Monica, monica@dreamdigitaldesign.com, next to the word Benefits. The comment should say Please confirm the list of benefits.

A. See explanation below.

Correct Answer: A



QUESTION 3

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 4

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 before you present an update to your managers. Open the Sales Update presentation and add the Company Logo.jpg image to the first slide. You may place the logo anywhere you like on the slide and leave it any size.

A. See explanation below.

Correct Answer: A



Sales Update

File Edit View Insert Format Slide Arrange Tools Add-ons Help Saving...

+ - Undo Redo Print Search Insert Image Link Shape Background Color Fill Color Stroke Color Replace image Format options

1 Sales Update

2 Sales Team Structure

3 New Customers

4 Customers by Location

5 Budget

6 Success

7 Areas of Improvement

8 Sales Plan

CUPPA COFFEE COMPANY

Sales Update

Click to add speaker notes

QUESTION 5



exam.mycloudcert.org

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

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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	8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3
<ul style="list-style-type: none">Item AItem BItem CItem DItem E				

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 AItem BItem CItem DItem E				
12 Special agreements between the sender and the carrier			13 To be paid by:	Sender
			Transport charges	Recipient

Delete the blank row underneath 4 Sender instructions.





































A. See explanation below.

Correct Answer: A



Carriage of Goods by Road (CGR)                                                                                                                                            

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Outline

Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S E A R A

1 Sender (name and address)	5 Carrier (name and address)
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4 Sender instructions	

7 Item name	8 Method of packing	9 Nature of goods	10 Weight in kg
<ul style="list-style-type: none">Item AItem BItem CItem DItem E			

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste without formatting Ctrl+Shift+V

Delete

Suggest edits

Save to Keep

Insert row above

Insert row below

Insert column left

Insert column right

Delete row

Delete column

Delete table

Unmerge cells

Distribute rows

Distribute columns

Table properties

Select all matching text

Update 'Normal text' to match



Carriage of Goods by Road (CGR)

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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 • 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

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