



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

Google GSuite

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## QUESTION 1

### 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

1 Sender (name and address)

2 Recipient (name and address)

3 Recipient's destination details  
Place  
Country  
Date  
Arrival time Departure time

4 Sender instructions

5 Carrier (name and address)

6 Carrier notes for transporting goods

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

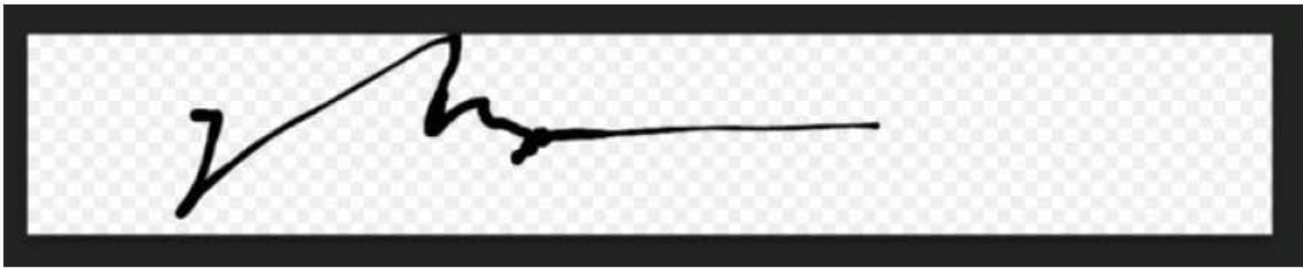
Sender


Recipient

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

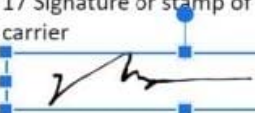

A. See explanation below.

Correct Answer: A



|   |  |
|---|--|
| ect, notwithstanding any clause to the contrary, to the Convention on the Contract for the<br>ge of Goods by Road (CGR) |  |
| 18 Goods received   |  |
| Time of arrival      Time of departure  |  |
| sender  | 17 Signature or stamp of the<br>carrier<br> |
| 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) |  |  |
| 15 Date   |  | 18 Goods received                      |
|   |  | Time of arrival      Time of departure |
| 16 Signature or stamp of the sender   | 17 Signature or stamp of the carrier   |  |
|   | <br> |  |
|   |  | Signature or stamp of the recipient    |
| Unofficial notes reserved for Carrier   |  |  |

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## QUESTION 2

**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

1

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<br>Place<br>Country<br>Date<br>Arrival time<br>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"><li>Item A</li><li>Item B</li><li>Item C</li><li>Item D</li><li>Item E</li></ul> |                     |                   |                 |                 |

|  |                   |        |           |
|--|-------------------|--------|-----------|
| 12 Special agreements between the sender and the carrier | 13 To be paid by: | Sender | Recipient |
|  | Transport charges |        |           |

In the Carriage of Goods by Road (CGR), change the color of the page to white.

A. See explanation below.

Correct Answer: A

### QUESTION 3

Your Team Drive has over 7,000 images and PDF files. For a meeting you have in 10 minutes, your manager asks you for all the JPG and PDF marketing flyer files the company has created. You need to find these files before your meeting.

What should you do?

- A. Search [www.google.com](http://www.google.com) for marketing flyer JPG OR PDF
- B. Type marketing flyer JPG OR PDF in the Drive search bar
- C. Search the bookmarks in your Google Chrome browser



D. Sort all the files in "Team Drive" alphabetically

Correct Answer: B

Reference: <https://gsuitetips.com/tips/drive/advanced-searches-on-google-drive/>

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#### QUESTION 4

**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   |

In the table in section 2D ORDER DETAILS of the Contract document, all of the content is center-aligned. Update the alignment of all content in the table to be left-aligned.

A. See explanation below.

Correct Answer: A





9 / 15



10 / 15



Contract

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1 2 3 4 5 6 7 8 9 10

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 | Total Price |
|-------------------------|---------------|------------|----------|-------------|
| Indonesia Single Origin | Indonesia     | 10,000 lbs | USD 10   |             |

Proprietary and Confidential - Cuppa Coffee Company

Mexico Single Origin Mexico 5,000 lbs USD 18  
Honduran Roast Honduras 8,000 lbs USD 15  
French Dark Roast France 2,000 lbs USD 25  
**TOTAL 25,000 lbs**

**E. PAYMENT**  
(a) Invoices shall be sent via postal mail and email to Bean Escape Inc at the end of every calendar quarter by Cuppa Coffee Company.  
(b) Bean Escape Inc must confirm receipt of each quarterly invoice within 1 week of the new quarter. Failure to confirm receipt of the invoice shall mean that Bean Escape Inc fully accepts fiscal responsibility of said invoice, without any changes.

## QUESTION 5

**SIMULATION Overview** In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a

prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.



Front Desk: Training Guide I Module 1

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Outline

- Mission and Vision
  - Lodge Majestique Mission
  - Lodge Majestique Vision
- Excellent Customer Service
- Do's and Don'ts of the Front Desk
- Staffing the Front Desk
- Summary
- End of Module 1

Facility: Lodge Majestique  
Training Completed On:

## Lodge Majestique Front Desk Training Module 1



### Training Objectives

In this 30-minute training session, we will go over the golden standards of customer service provided at Lodge Majestique. There is no action too small for our staff to do in order to create a world-class experience for our guests. The front desk managers are the first people our guests interact with upon arrival. Therefore, it is important for the front desk staff to create a positive first impression. With this in mind, we rely on our dedicated and passionate staff to provide our guests with professional and friendly service. Please take this time to ask questions, write down notes, and immerse yourself in this training journey. Welcome to the Lodge Majestique family!

Become familiar with our **Mission and Vision**  
Discuss what it means to provide **Excellent Customer Service**  
Understand the **Do's and Don'ts of the Front Desk**  
Practice **Staffing the Front Desk**

On the front page of the training guide, highlight Module 1 and leave a comment for your manager, anna@lodgemajestique.com. The comment should say Approved, ready for print.

A. See explanation below.

Correct Answer: A



Front Desk: Training Guide I Module 1

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Outline

- Training Objectives
- Mission and Vision
  - Lodge Majestique Mission
  - Lodge Majestique Vision
  - Excellent Customer Service
  - Do's and Don'ts of the Front Desk
  - Staffing the Front Desk
  - Summary
- End of Module 1

Facility: Lodge Majestique  
Training Completed On:

**Lodge Majestique  
Front Desk Training  
Module 1**

+anna@lodgemajestique.com

☐ Assign to Anna

Your +mention will add people to this discussion and send an email.

Comment Cancel



Front Desk: Training Guide | Module 1

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Outline

- Training Objectives
- Mission and Vision
- Lodge Majestique Mission
- Lodge Majestique Vision
- Excellent Customer Service
- Do's and Don'ts of the Front Desk
- Staffing the Front Desk
- Summary
- End of Module 1

Facility: Lodge Majestique  
Training Completed On:

**Lodge Majestique  
Front Desk Training  
Module 1**

Assigned to Anna CharacterP ✓

+anna@lodgemajestique.com  
Approved, ready for print.  
Assigned to Anna CharacterP



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