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QUESTION 1

SIMULATION Overview

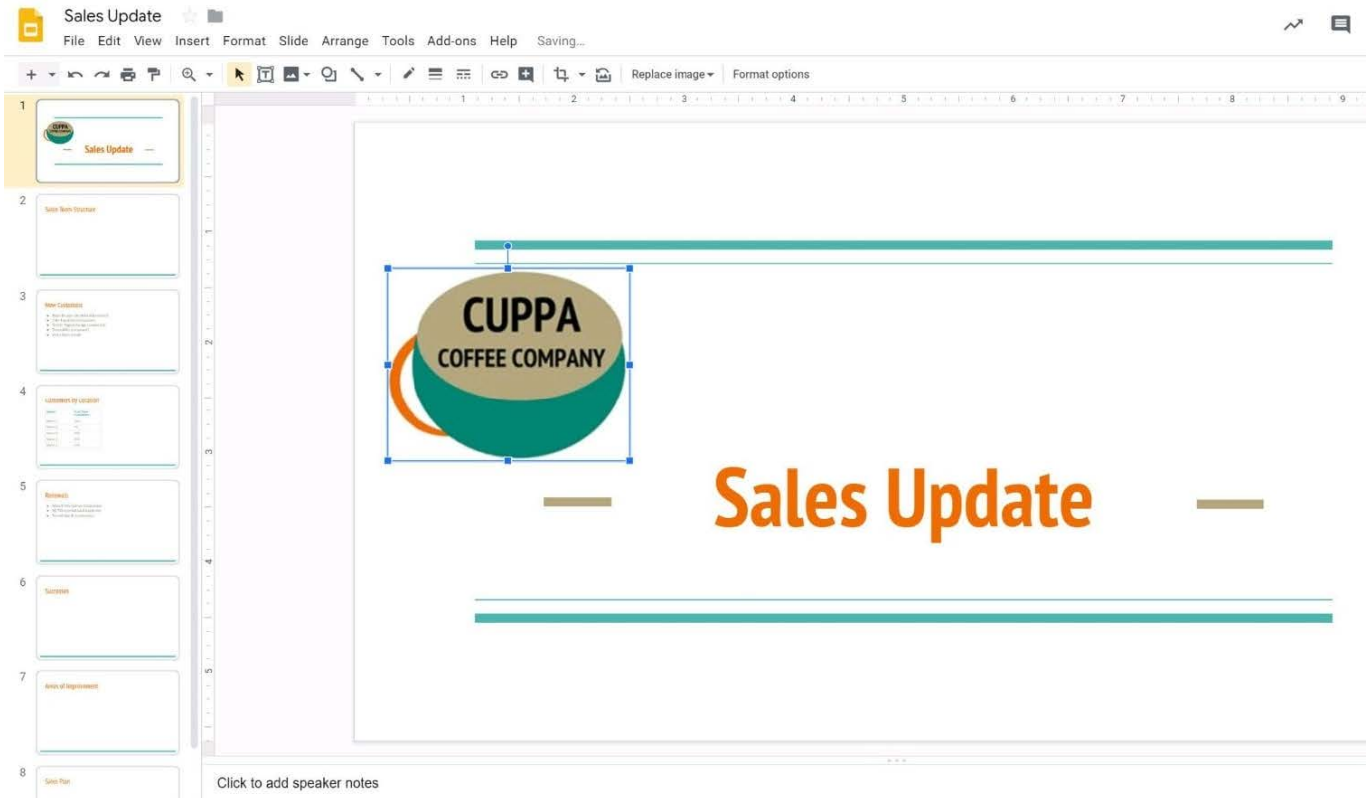
As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review, update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations.



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



QUESTION 2

In a Google Hangouts video call, your customer asks if there are any summer discounts. You want to show them a draft document without giving them direct access to the Google Docs document. What should you do? (Choose two.)

- A. From your Gmail inbox, send your customer an attachment of the summer discount flyer
- B. From Google Drive, add the customer as a collaborator to the folder with the summer discount flyer document
- C. From the Google Hangouts video call, present only the window with the summer discount flyer
- D. From Google Docs, add the customer as a collaborator to the summer discount flyer document
- E. From the Google Hangouts video call, present your entire screen

Correct Answer: AB

Reference: <https://zapier.com/blog/google-hangouts-video-calls-guide/>

QUESTION 3

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 all about your company, Cuppa Coffee Company. On the first slide of the Cuppa Coffee Company presentation, italicize the Consistently Quality Coffee text.

A. See explanation below.

Correct Answer: A



Cuppa Coffee Company

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Georgia 24 B I U A

1 Cuppa Coffee Company
Consistently Quality Coffee

2 Our Vision
To provide the highest quality coffee products and services to our customers.

3 Our Mission
To provide the highest quality coffee products and services to our customers.

4 Our Values
Integrity, Innovation, Quality, and Customer Service.

5 Our Customers
We serve a wide range of customers, from small businesses to large corporations.

6 Our Products
We offer a variety of coffee products, including whole bean coffee, ground coffee, and coffee capsules.

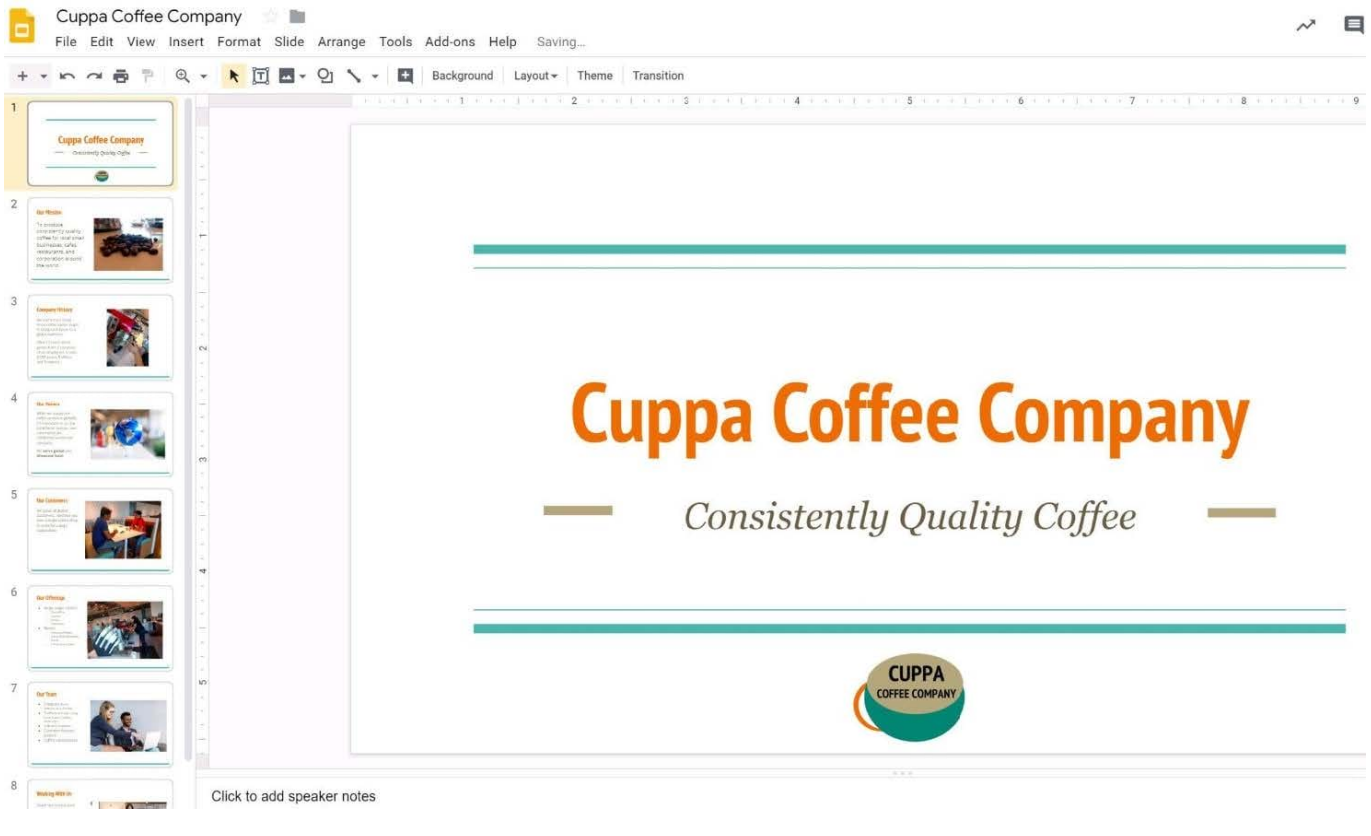
7 Our Team
Our team is made up of passionate coffee lovers who are dedicated to providing the best service to our customers.

8 Working Hours

Click to add speaker notes

Cuppa Coffee Company

Consistently Quality Coffee



QUESTION 4

You need to set up a way to easily access a Google Drive folder that your team shared with you. The Team Drive with this shared folder has over 1,000 different folders. What should you do to have quick access to the shared folder?

- A. Create a new folder in My Drive on Google Drive. Copy all the files from your team's folder to the new folder
- B. Create a new folder in My Drive on Google Drive. Move your team's folder into this new folder
- C. Find the shared folder on Google Drive. Change the color of the folder to red
- D. Find the shared folder in Shared with me on Google Drive. Right-click on the folder, and then click Add to My Drive

Correct Answer: D

Reference: <https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en>

QUESTION 5

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)

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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:	Sender	Recipient
			Transport charges		

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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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			
	Customs			
	Other charges			



Carriage of Goods by Road (CGR)

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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)																						
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7 Item name	8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3																				
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	Transport charges																							
	Extra charges																							
	Customs																							
	Other charges																							

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



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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	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:		Sender	Recipient
		Transport charges			
		Extra charges			
		Customs			
		Other charges			
14 Cash on delivery					

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