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QUESTION 1

SIMULATION

Overview Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.


The screenshot shows a Google Docs document titled "New Summer Sales Discount" with a menu bar (File, Edit, View, Insert, Format, Tools, Add-ons, Help) and a toolbar. The document content is as follows:

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)

You want to get feedback from two people on your team. In the New Summer Sales Discount document, give comment access to Sunanda Vaideesh and Jennifer Tollar.

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% Heading 2 Open Sans 24 B I U A Add comment (Ctrl+Alt+M)

Outline

- Cuppa Coffee Company
- Summer Discount: upto 25% off...
- Details:
- Sales Contacts:

Cuppa Coffee Company


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

Details:

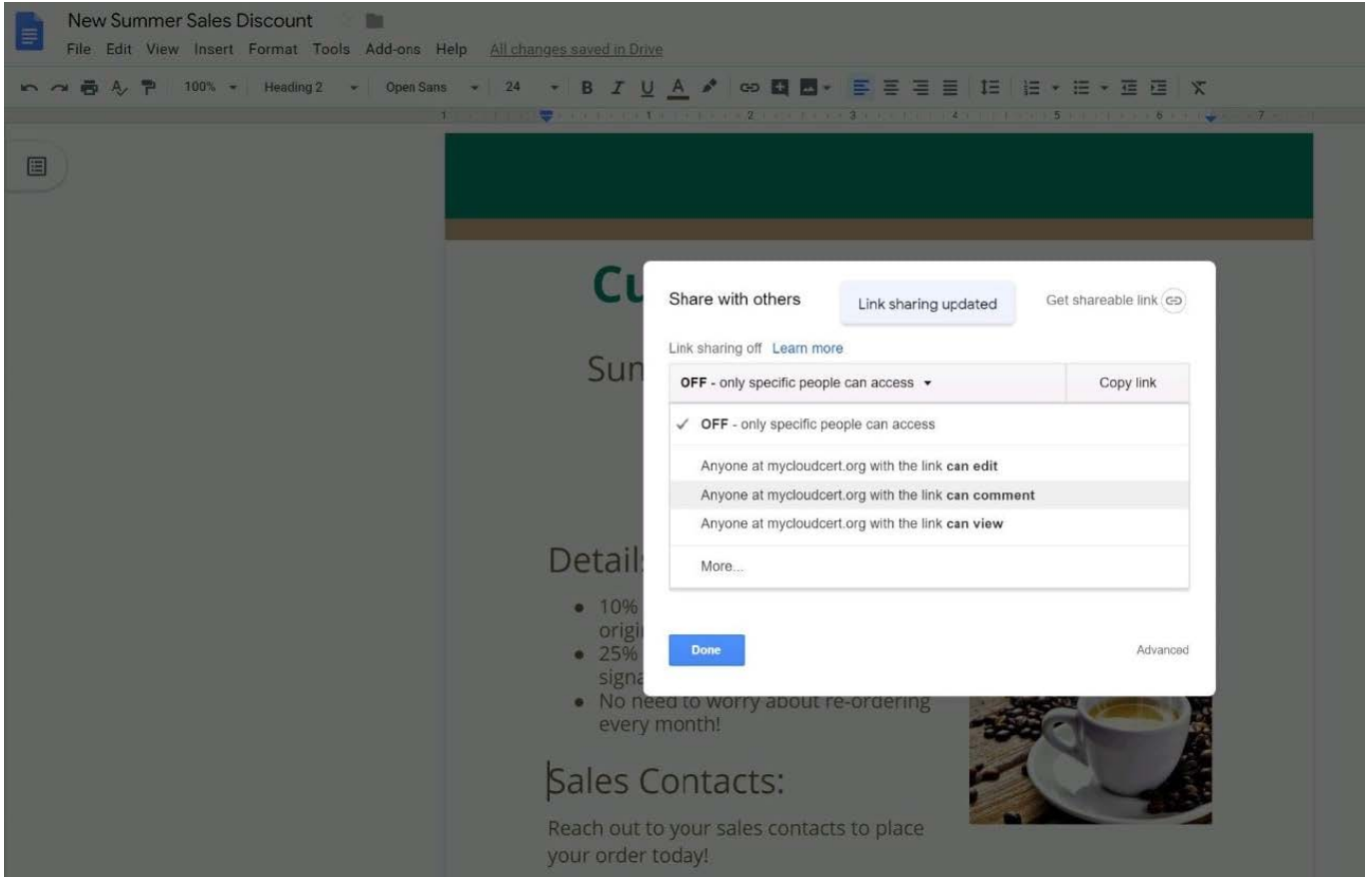
- 10% off 6-month orders of our single origin coffees
- 25% off 12-month orders of our signature blends
- No need to worry about re-ordering every month!

Sales Contacts:

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



Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)



QUESTION 2

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

100% \$ % .0 .00 123 Default (Ari... 10 B I A

=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	Ardyson Y.	Exterior																	
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	Litzzy 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

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 A • Item B • Item C • Item D • Item E 				
12 Special agreements between the sender and the carrier			13 To be paid by:	
			Transport charges	
			Sender	Recipient

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) ☆

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

100% Normal text Calibri 10 B I U A Numbered list

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) All changes saved in Drive

File Edit View Insert Format Tools Add-ons Help

100% Normal text Calibri 10 B I U A

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)																		
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															
<ol style="list-style-type: none"> 1. Item A 2. Item B 3. Item C 4. Item D 5. Item E 																			
12 Special agreements between the sender and the carrier	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">13 To be paid by:</th> <th style="width: 30%;">Sender</th> <th style="width: 50%;">Recipient</th> </tr> </thead> <tbody> <tr> <td>Transport charges</td> <td></td> <td></td> </tr> <tr> <td>Extra charges</td> <td></td> <td></td> </tr> <tr> <td>Customs</td> <td></td> <td></td> </tr> <tr> <td>Other charges</td> <td></td> <td></td> </tr> </tbody> </table>				13 To be paid by:	Sender	Recipient	Transport charges			Extra charges			Customs			Other charges		
13 To be paid by:	Sender	Recipient																	
Transport charges																			
Extra charges																			
Customs																			
Other charges																			



exam.myschools.vic.gov					
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					

QUESTION 4



The screenshot shows a Google Docs interface with a document titled "Carriage of Goods by Road (CGR)". The word "CASCARA" is written in large, blue, spaced-out letters. Below the title is a form with the following sections:

- 1 Sender (name and address)** and **5 Carrier (name and address)** (top row)
- 2 Recipient (name and address)** and **6 Carrier notes for transporting goods** (second row)
- 3 Recipient's destination details** (third row, containing sub-fields for Place, Country, Date, Arrival time, and Departure time)
- 4 Sender instructions** (fourth row)
- 7 Item name**, **8 Method of packing**, **9 Nature of goods**, **10 Weight in kg**, and **11 Volume in m3** (bottom row, containing a list of items A through 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)			
7 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		

Delete the blank row underneath 4 Sender instructions.

A. See explanation below.

Correct Answer: A



Carriage of Goods by Road (CGR) ☆ ■
File Edit View Insert Format Tools Add-ons Help [All changes saved in Drive](#)

100% Normal text Calibri 10 B I U A

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)
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
<ul style="list-style-type: none"> Item A Item B Item C Item D Item 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) ☆

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

100% Normal text Calibri 10 B I U A

Outline

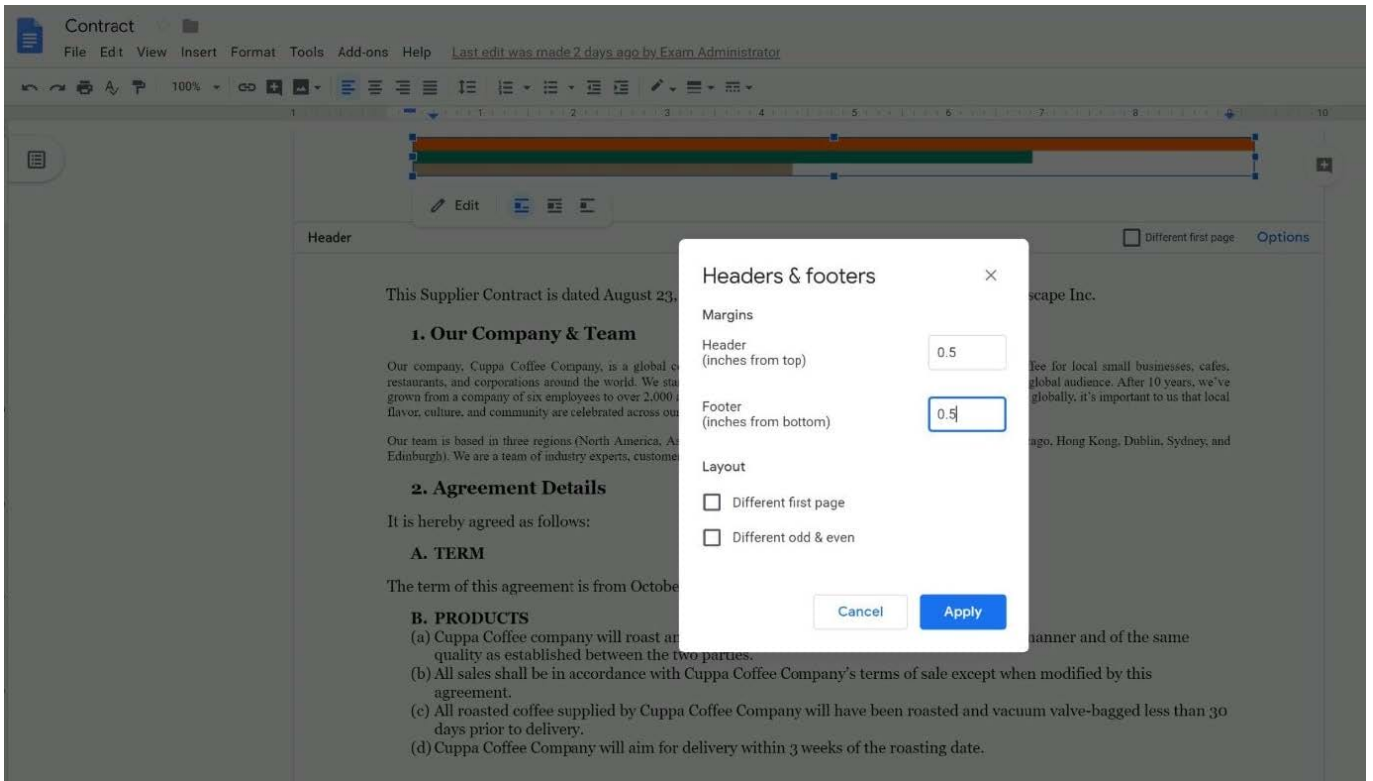
Headings you add to the document will appear here.

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				
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: Transport charges	Sender	Recipient

QUESTION 5



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

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

100% Normal text Georgia 20

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

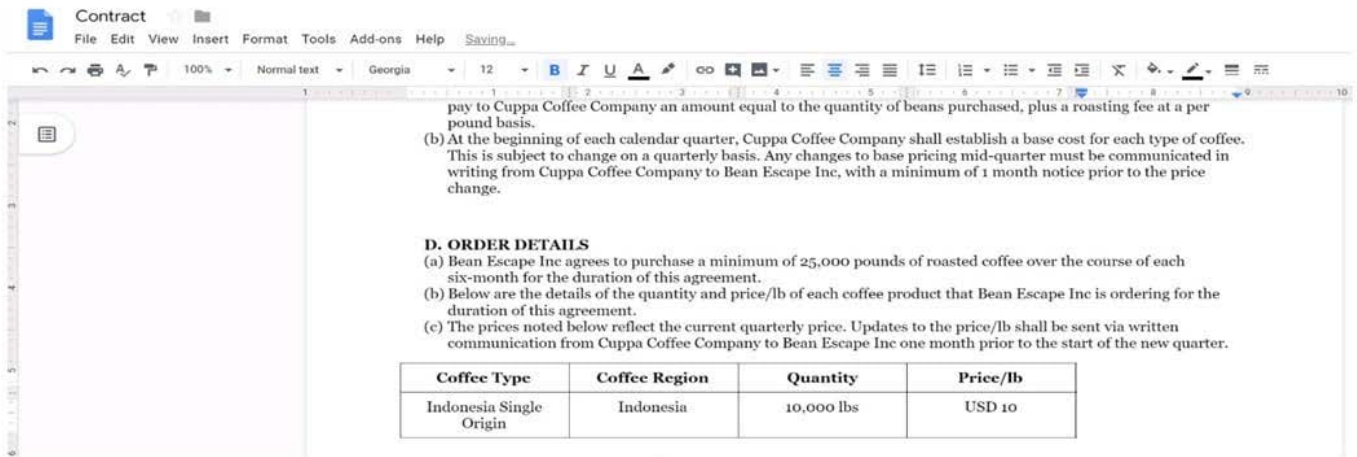
It is hereby agreed as follows:

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.



You want to add a table of contents to the Contract document that automatically updates when changes are made to the different section headers. Add a table of contents with page numbers to the beginning of the contract documents, directly under the title header Cuppa Coffee Company ?Supplier Contract.

A. See explanation below.

Correct Answer: A



Contract

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

100% Normal text Georgia 20 B I U A

Cuppa Coffee Company - Supplier Contract

Table of Content

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



Contract

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

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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

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

Proprietary and Confidential - Cuppa Coffee Company

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