



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

Google GSuite

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### QUESTION 1

A new customer asks you to send a Google Docs document to them as a Microsoft Word document. From the File menu of your Google Docs document, what action should you take?

- A. Click Email as attachment, and then select Microsoft Word (.docx)
- B. Click Download as, click Plain Text (.txt), and send them an email with this file attached
- C. Click Share, enter the customer's email address, and share the document
- D. Click Make a Copy. Rename the document with a .docx extension, save it to "My Drive" and share the document with them

Correct Answer: B

Reference: <https://www.maketecheasier.com/convert-google-docs-to-word/>

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### QUESTION 2

#### 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...

100% Normal text Roboto 10 B I U A

### 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!

Change the line spacing of the Dream Digital Design Job Description from 1.5 to single spacing.

A. See explanation below.

Correct Answer: A



The screenshot shows a Google Docs interface for a document titled "Dream Digital Design Job Description". The "Format" menu is open, and the "Line spacing" sub-menu is selected, showing options: Single, 1.15, 1.5 (selected), Double, Remove space before list item, Add space after list item, and Custom spacing. The document content includes a heading "Web Designer", a paragraph describing the company, a list of responsibilities, and sections for "Minimum Qualifications" and "Preferred Qualifications".

**Web Designer**

design company known for building exceptional websites. We draw on sites for over 100 clients from retail and pharmaceutical to hospitality looking for a creative web designer to join our team full-time.

1. Design user journeys, 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

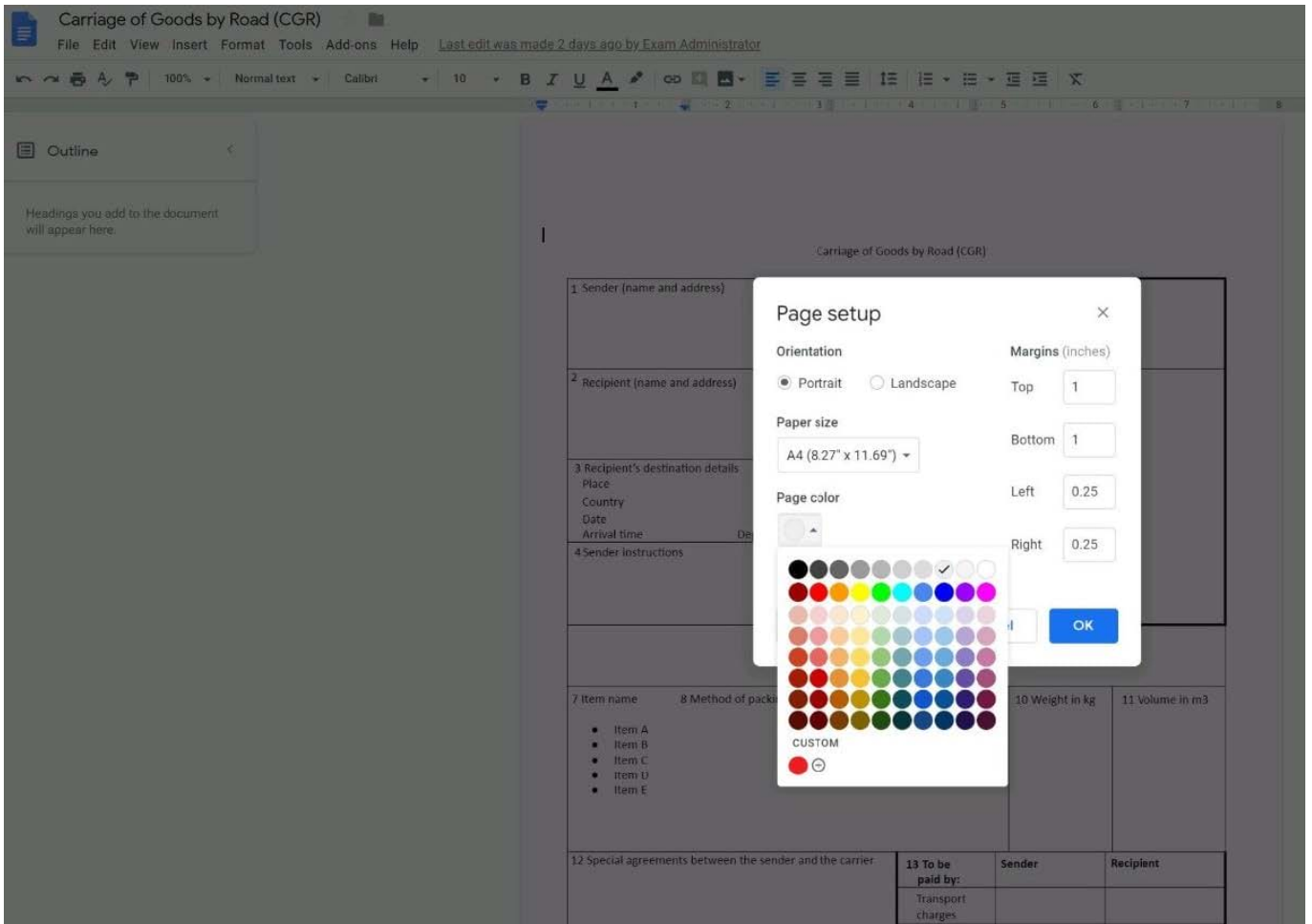
**Minimum Qualifications**

- 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

**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"> <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		

Increase the font size of the document title, Carriage of Goods by Road (CGR), to 18.

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

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Outline

Headings you add to the document will appear here.

8  
9  
10  
11  
12  
14  
18  
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36  
48  
60  
72  
96

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



Carriage of Goods by Road (CGR) ☆ ■

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Outline

Carriage of Goods by Road (CGR)

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

**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.

- (a) 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, add a new column titled Total Price. Leave the



cells below the title blank.

A. See explanation below.

Correct Answer: A



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.

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(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	



Contract

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

100% Normal text Georgia 12

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	
<b>TOTAL</b>		<b>25,000 lbs</b>		

**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

## QUESTION 5

### 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

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**Responsibilities**

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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!

Change the page color to any color other than white.

A. See explanation below.

Correct Answer: A

## QUESTION 6

**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

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

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 Commitment  
To provide the highest quality coffee products and services to our customers.

6 Our Products  
A wide range of coffee products including whole bean, ground, and ready-to-drink.

7 Our Team  
A team of passionate coffee enthusiasts dedicated to providing the best experience.

8 Working Hours

Click to add speaker notes

# Cuppa Coffee Company

Consistently Quality Coffee



## QUESTION 7

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 8

### 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.





Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

You want to show the percentage of new customers by location. Open the Sales Update presentation. On the Customers by Location slide, add a pie chart using the data below.

Data:

Region 1:25%

Region 2:5%

Region 3:20%

Region 4:20%

Region 5:30%

A. See explanation below.

Correct Answer: A



Sales Update

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

Customers by Location

Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

Points scored

Team 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

Sales Update

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

Customers by Location

Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

Points scored

Team 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

Unlink

Open source

Linked objects

Click to add speaker notes

### QUESTION 9

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 10

#### 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 Name		Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
				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	Ardyson 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			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		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

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



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