

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

Google GSuite

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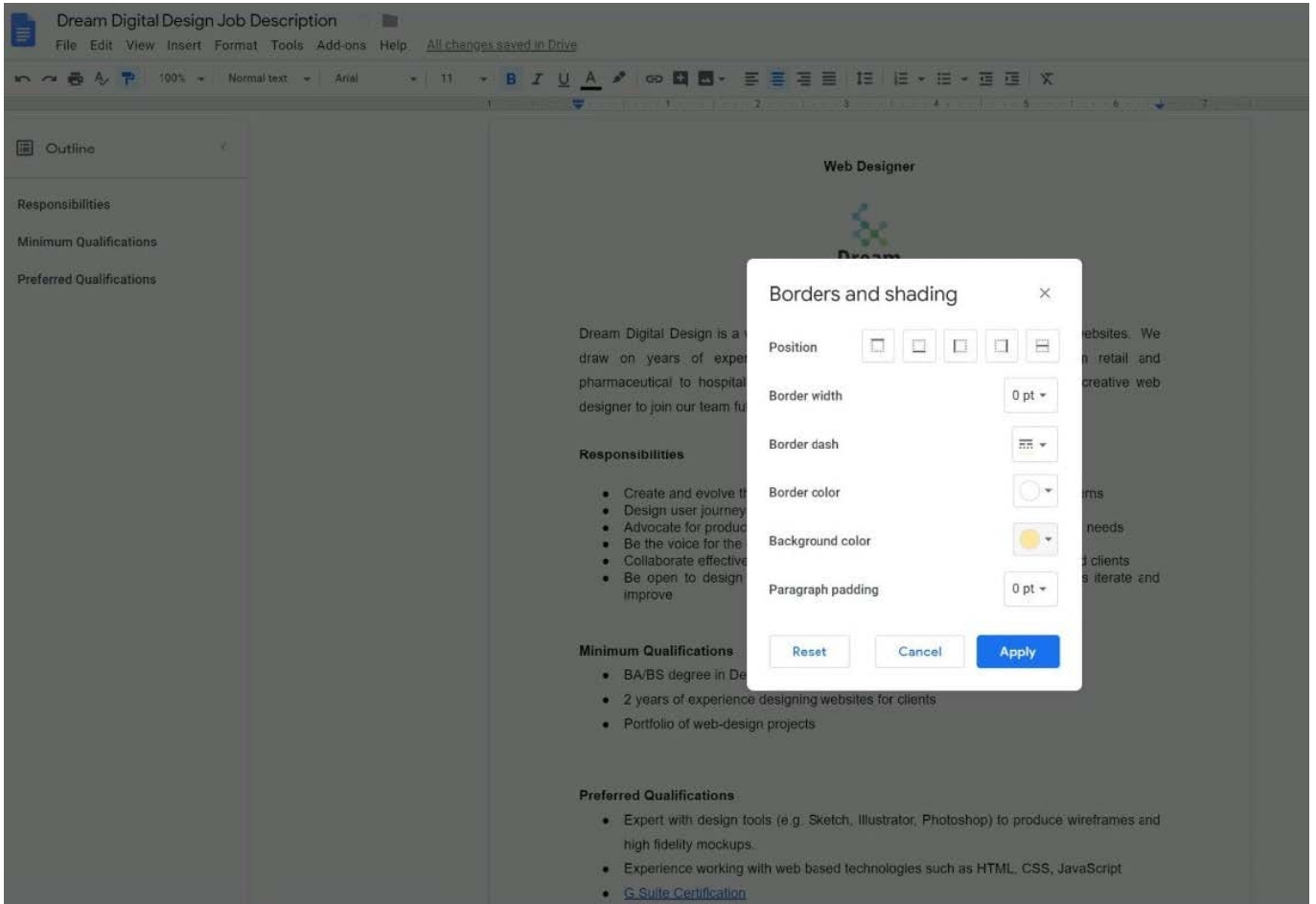
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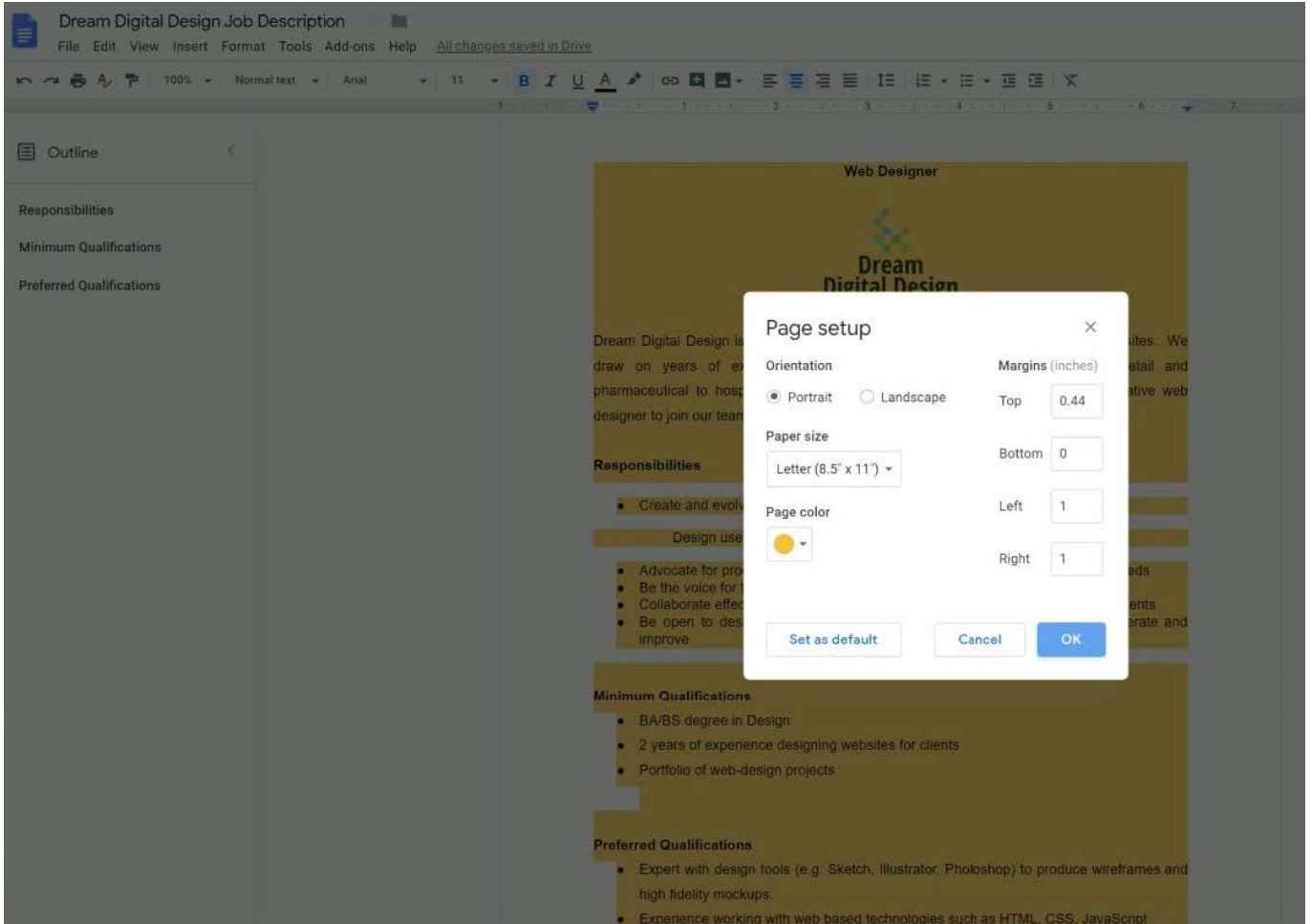
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**QUESTION 1**





## 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.

The screenshot shows a Google Docs interface with the title "Dream Digital Design Job Description". The document content is as follows:

**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

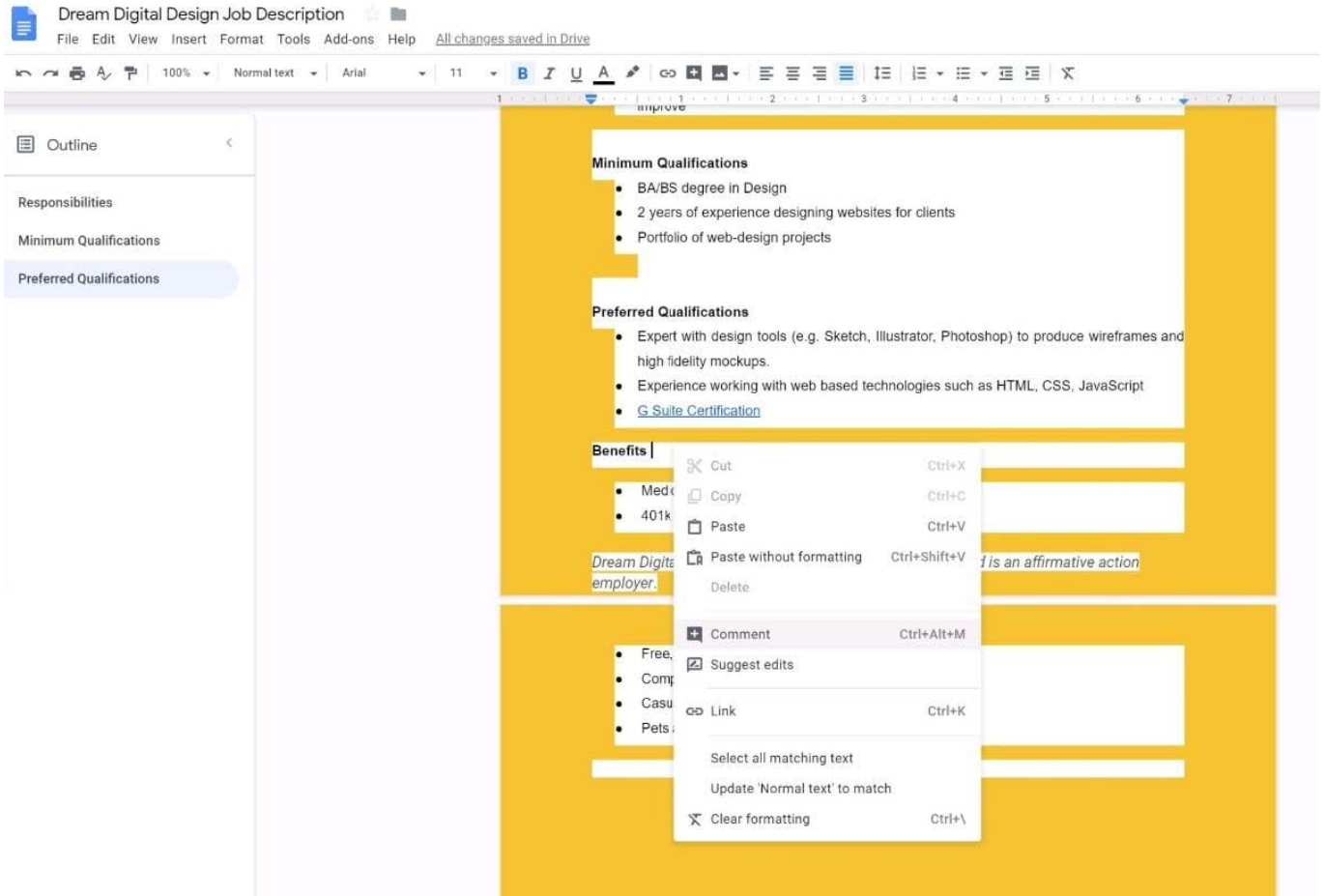
**Benefits**

- 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](mailto: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 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

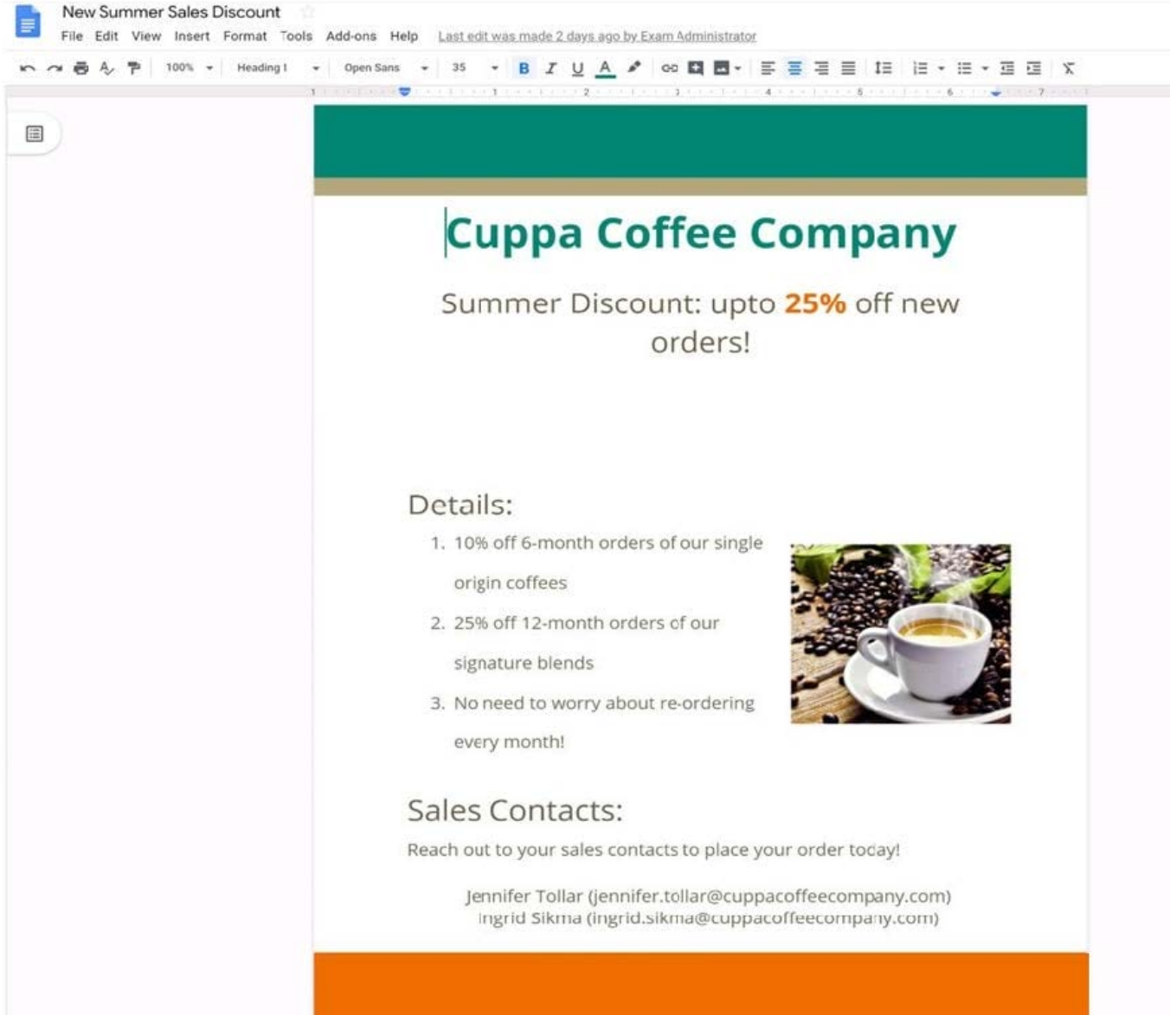
Reference: <https://zapier.com/blog/google-hangouts-video-calls-guide/>

**QUESTION 3**

SIMULATION

Overview

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.



You are editing a document with information on this summer's discounts. Open the New Summer Sales Discount document and change the line spacing in the Details section to single-spaced.

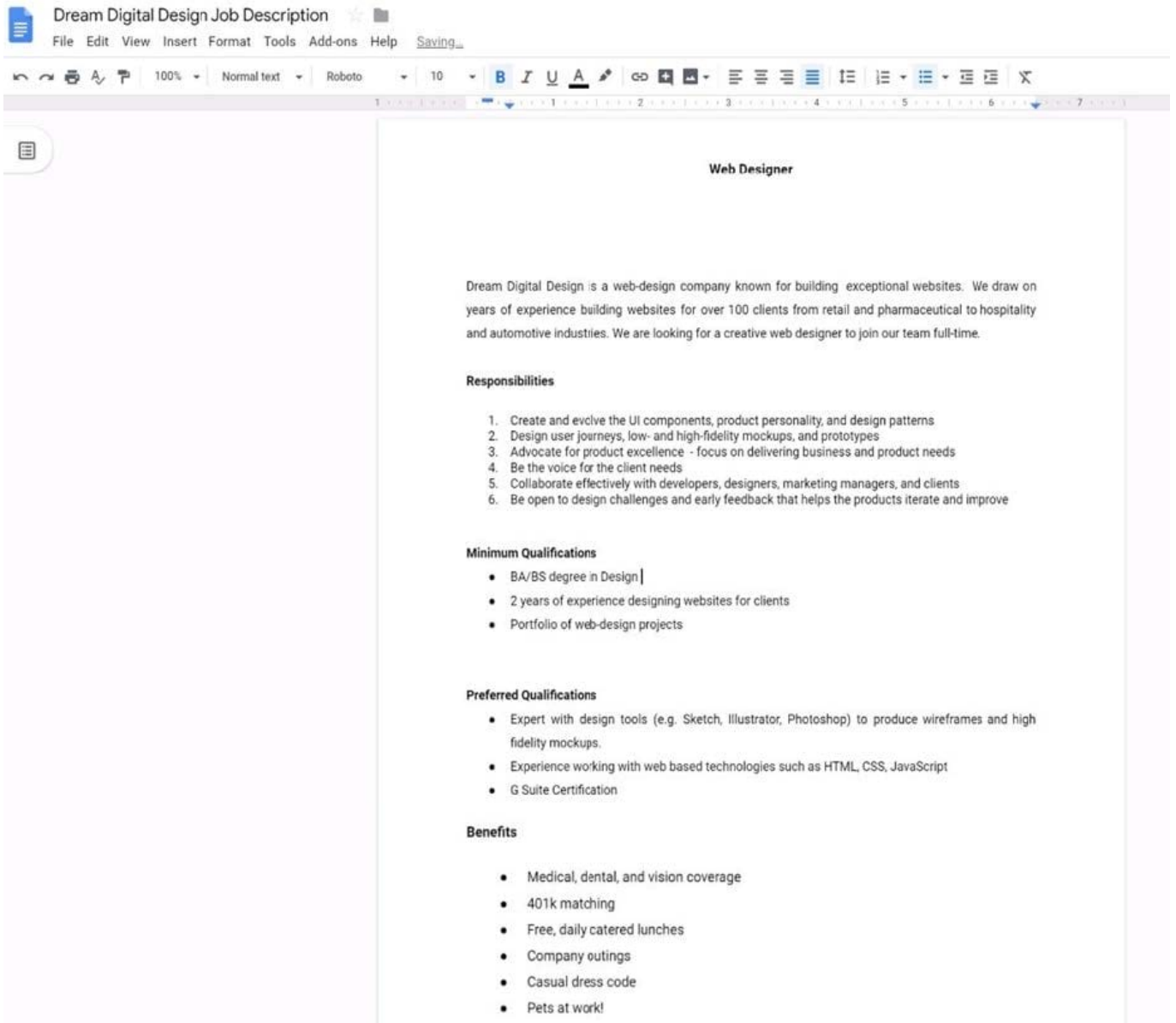
A. See explanation below.

Correct Answer: A

**QUESTION 4**

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.



Change the page color to any color other than white.

A. See explanation below.

Correct Answer: A

**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.

The screenshot shows a Google Docs interface with a document titled "Contract". The document content includes a table of contents and the start of a contract. The table of contents is as follows:

<b>1. Our Company &amp; Team</b>	2
<b>2. Agreement Details</b>	2
<b>TERM</b>	2
<b>PRODUCTS</b>	2
<b>PRICE</b>	3
<b>ORDER DETAILS</b>	3
<b>PAYMENT</b>	4
<b>CONFIDENTIALITY</b>	4

Below the table of contents, the text reads: "Proprietary and Confidential - Cuppa Coffee Company".

The main body of the document contains the following text:

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.

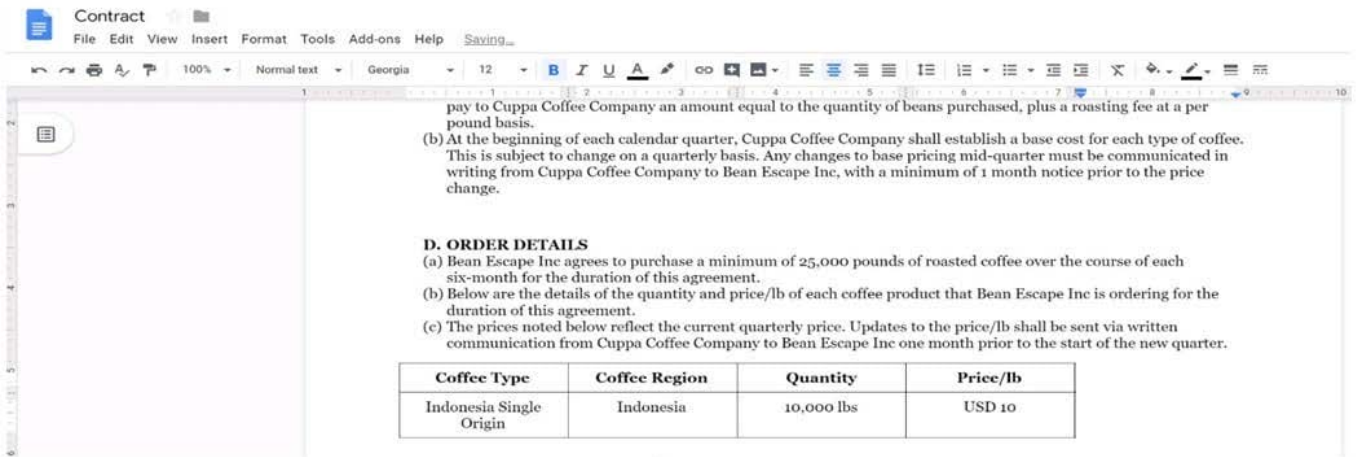
Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

**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.





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.

(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	

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Mexico Single Origin	Mexico	5,000 lbs	USD 18	
Honduran Roast	Honduras	8,000 lbs	USD 15	

Contract

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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	

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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

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