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QUESTION 1

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			
Ardyson Y.	Exterior								X					X			X			10
Alina L.	Engine				X			X		X				X				X		14
Ashanti M.	Engine			X					X				X							18
Cecilia B.	Exhaust			X			X		X				X							25
Henry B.	Brakes			X	X			X						X			X	X		23
Jaiden D.	Interior				X			X						X				X		27
Kael M.	Exhaust				X			X			X			X				X		17
Kellen L.	Engine		X			X			X			X			X					18
Kyan F.	Interior		X			X			X			X		X						12
Liana C.	Brakes			X			X		X			X		X				X		10
Lillianna K.	Interior			X			X			X		X	X				X			11
Litzy S.	Exterior				X			X			X			X				X		6
Payton P.	Brakes		X			X			X			X			X			X		23
Raven J.	Exhaust		X			X			X			X			X			X		30
Ross M.	Exterior		X			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

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

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		

Add a comment and attach it to No 1234567 at the bottom of page 2. Address the comment to jenna@cascaraco.com. The comment should say Please review and approve the document.

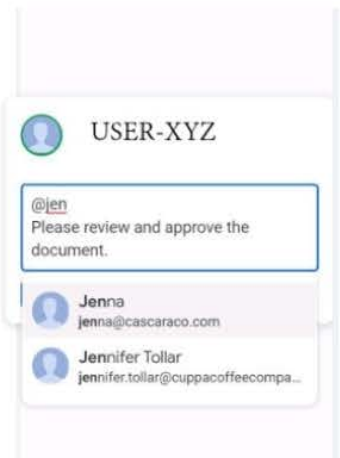
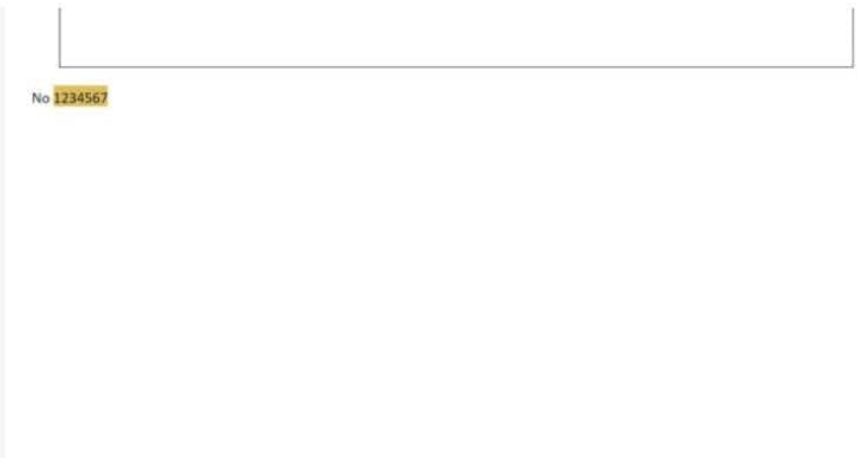
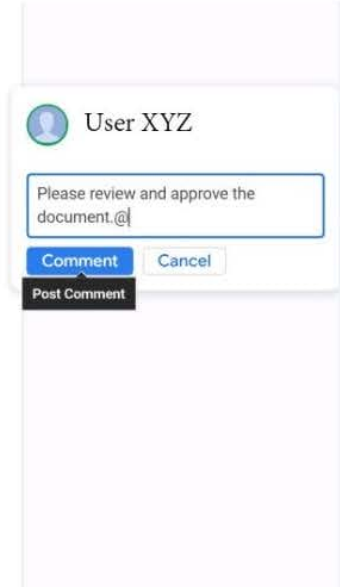
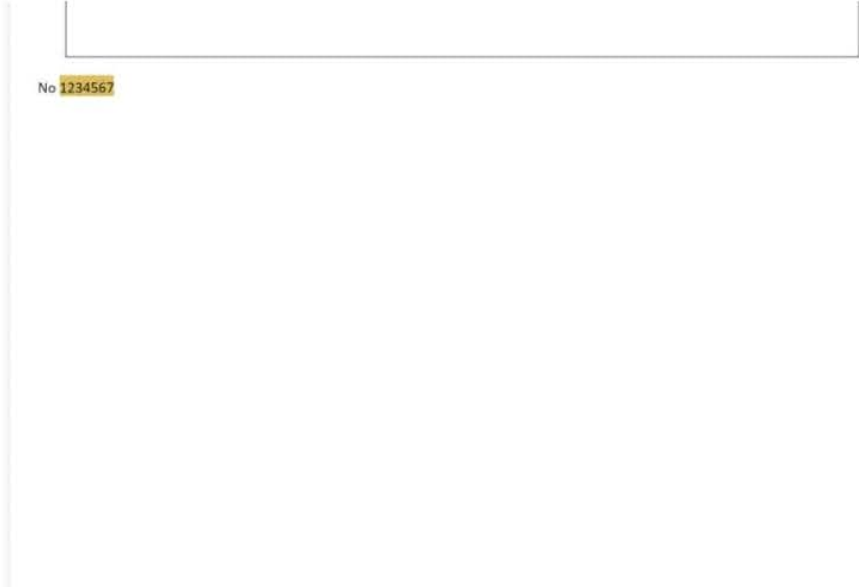
A. See explanation below.

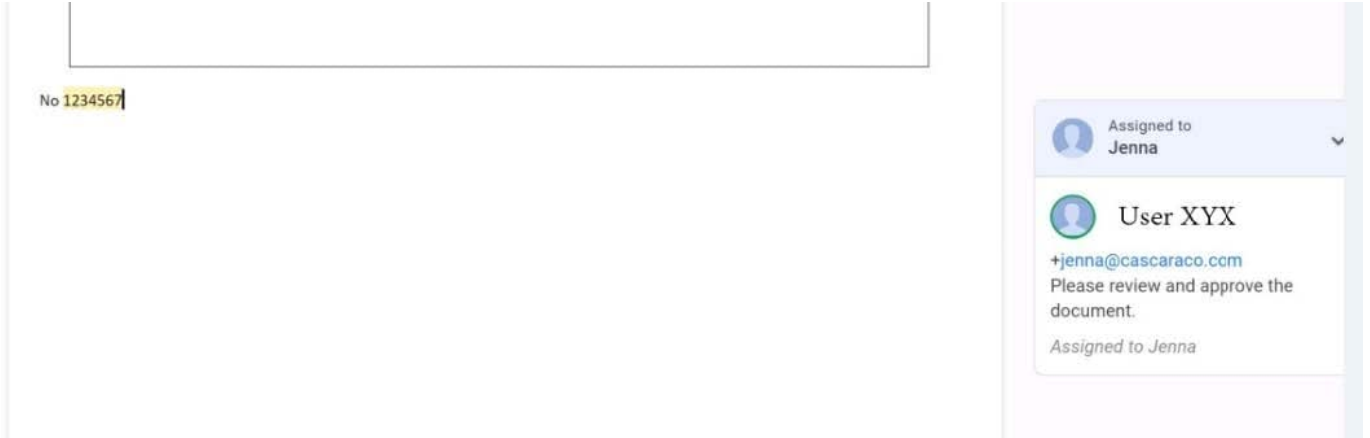
Correct Answer: A

No 1234567

 Cut	Ctrl+X
 Copy	Ctrl+C
 Paste	Ctrl+V
 Paste without formatting	Ctrl+Shift+V
Delete	
<hr/>	
Explore '1234567'	Ctrl+Alt+Shift+I
Define '1234567'	Ctrl+Shift+Y
<hr/>	
 Comment	Ctrl+Alt+M
<hr/>	
 Suggest edits	
<hr/>	
 Save to Keep	
<hr/>	
 Link	Ctrl+K
<hr/>	
Column break	
<hr/>	
Select all matching text	
Update 'Normal text' to match	
<hr/>	
 Clear formatting	Ctrl+\



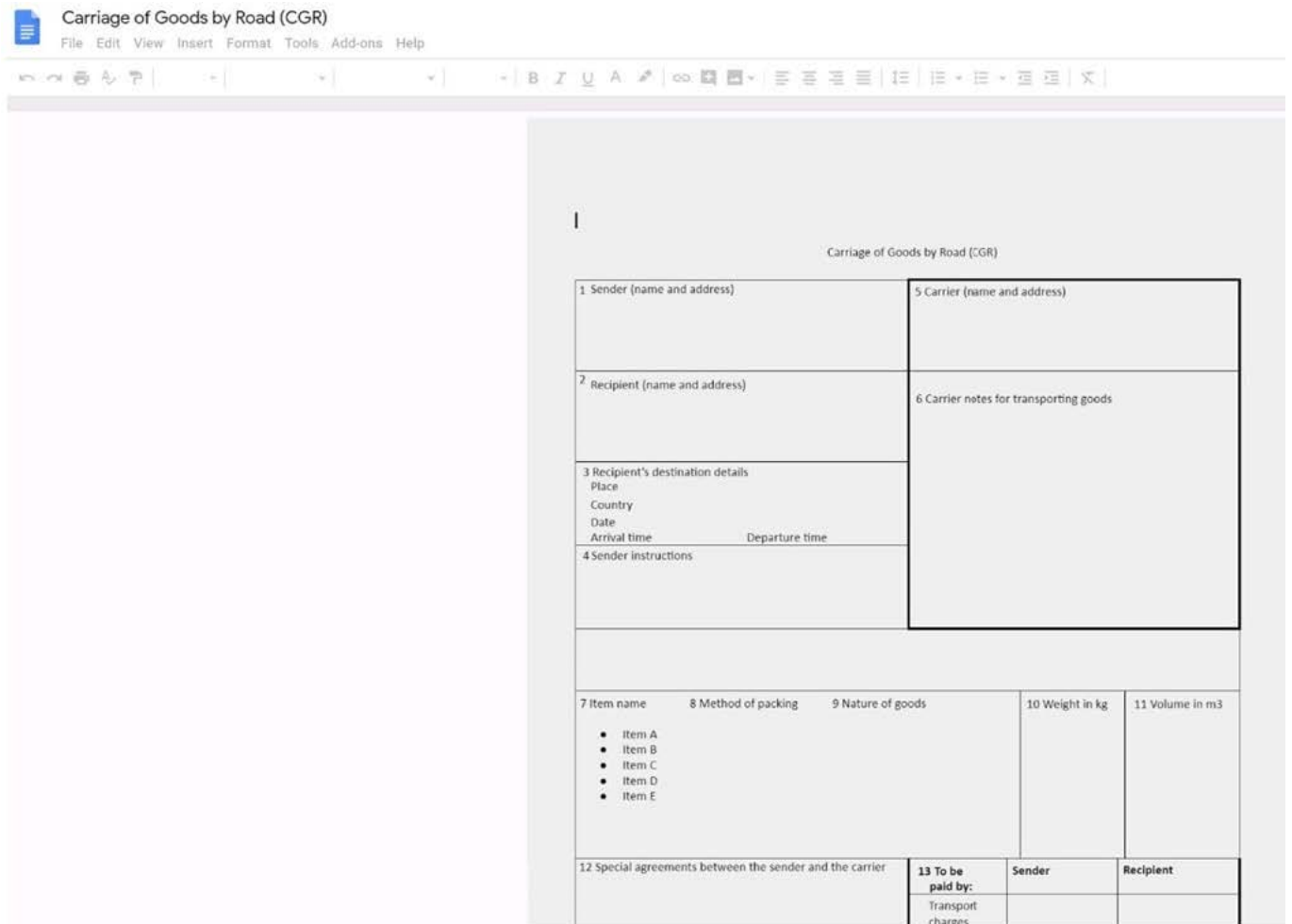




QUESTION 3

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.



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

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.

The screenshot shows a Google Docs interface with the document title "Dream Digital Design Job Description". The main content of the document is a job posting for a "Web Designer".

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

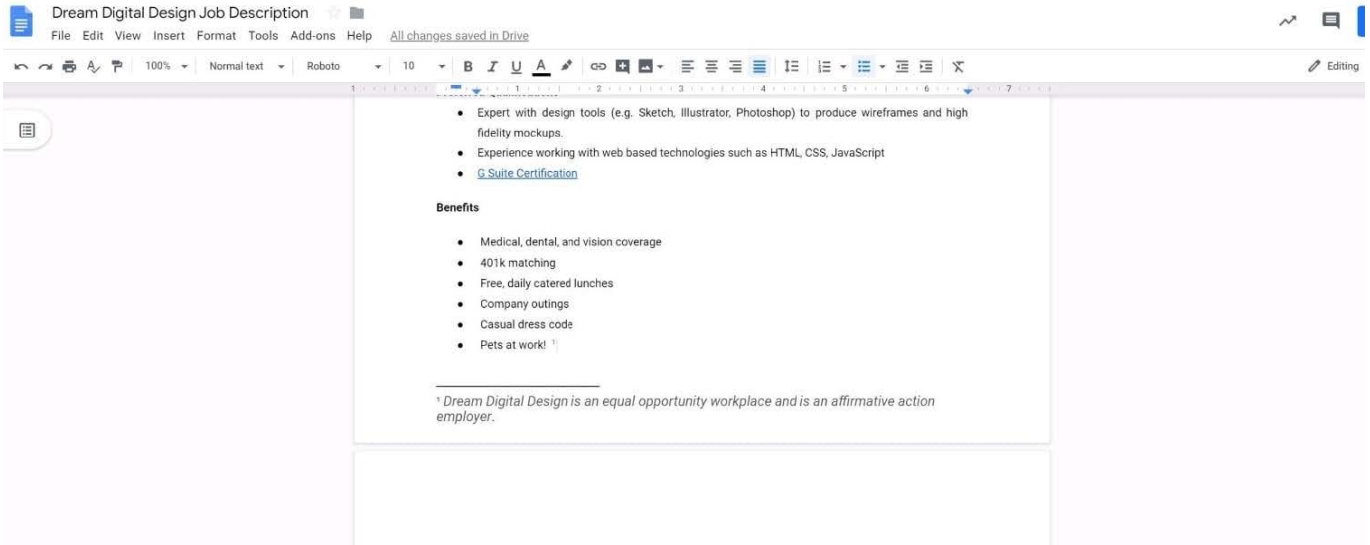
Benefits

- Medical, dental, and vision coverage
- 401k matching
- Free, daily catered lunches
- Company outings
- Casual dress code
- Pets at work!

Add a footer to the doc. The footer should say Dream Digital Design is an equal opportunity workplace and is an affirmative action employer.

A. See explanation below.

Correct Answer: A



QUESTION 5

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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