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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.

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
• 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		

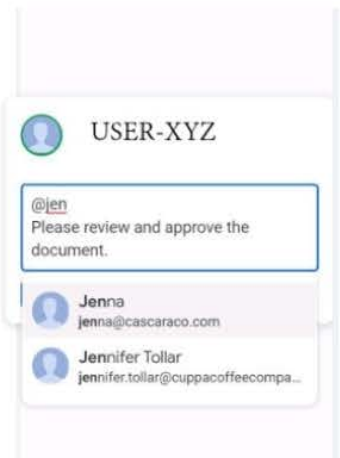Add a comment and attach it to No 1234567 at the bottom of page 2. Address the comment to jenna@cascaraco.com. The comment should say Please review and approve the document.

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	
Explore '1234567'	Ctrl+Alt+Shift+I
Define '1234567'	Ctrl+Shift+Y
➕ Comment	Ctrl+Alt+M
◩ Suggest edits	
● Save to Keep	
⊝ Link	Ctrl+K
Column break	
Select all matching text	
Update 'Normal text' to match	
✕ Clear formatting	Ctrl+\

No 1234567

User XYZ

Please review and approve the document.@

Comment   Cancel

Post Comment

No 1234567

USER-XYZ

@jen
Please review and approve the document.

Jenna
jenna@cascaraco.com

Jennifer Tollar
jennifer.tollar@cuppacoffeecompa...

No 1234567

Assigned to
Jenna

User XYX

+jenna@cascaraco.com
Please review and approve the
document.

Assigned to Jenna
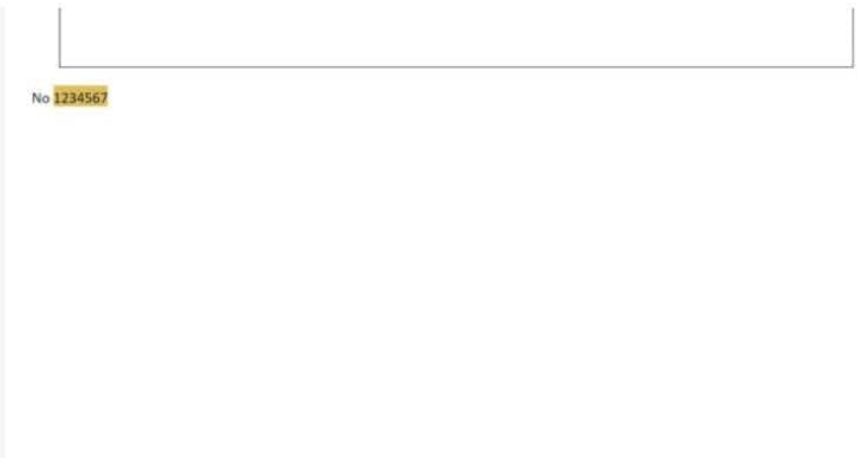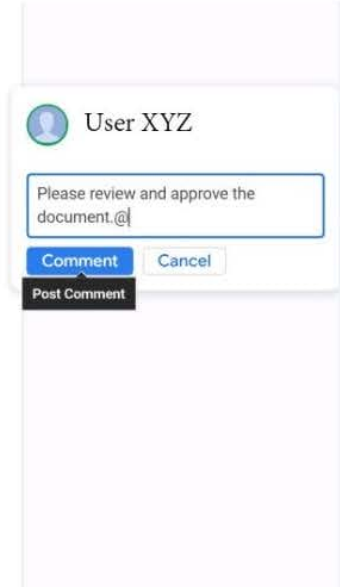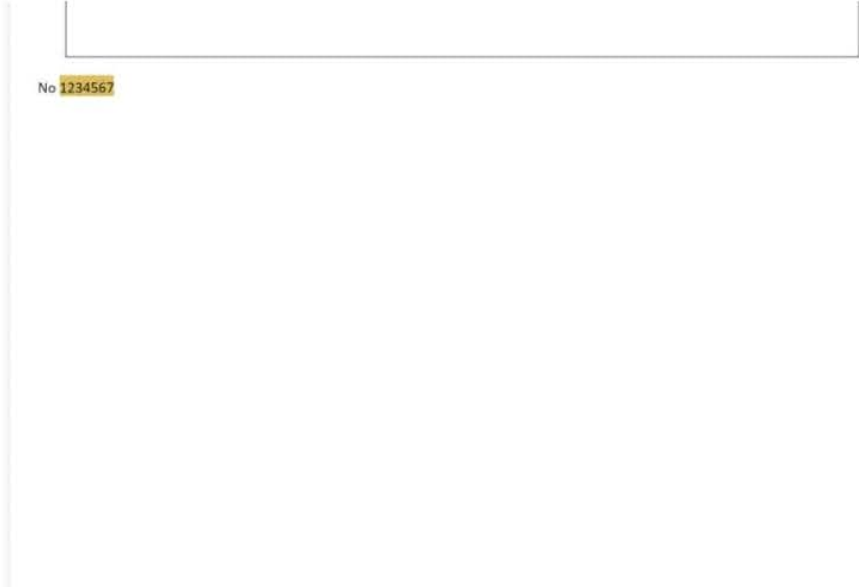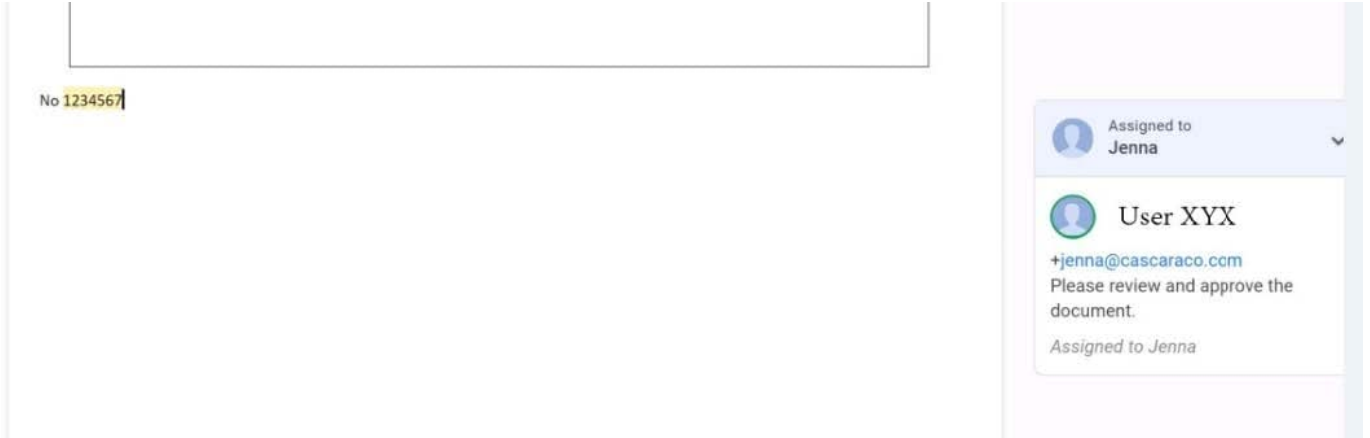
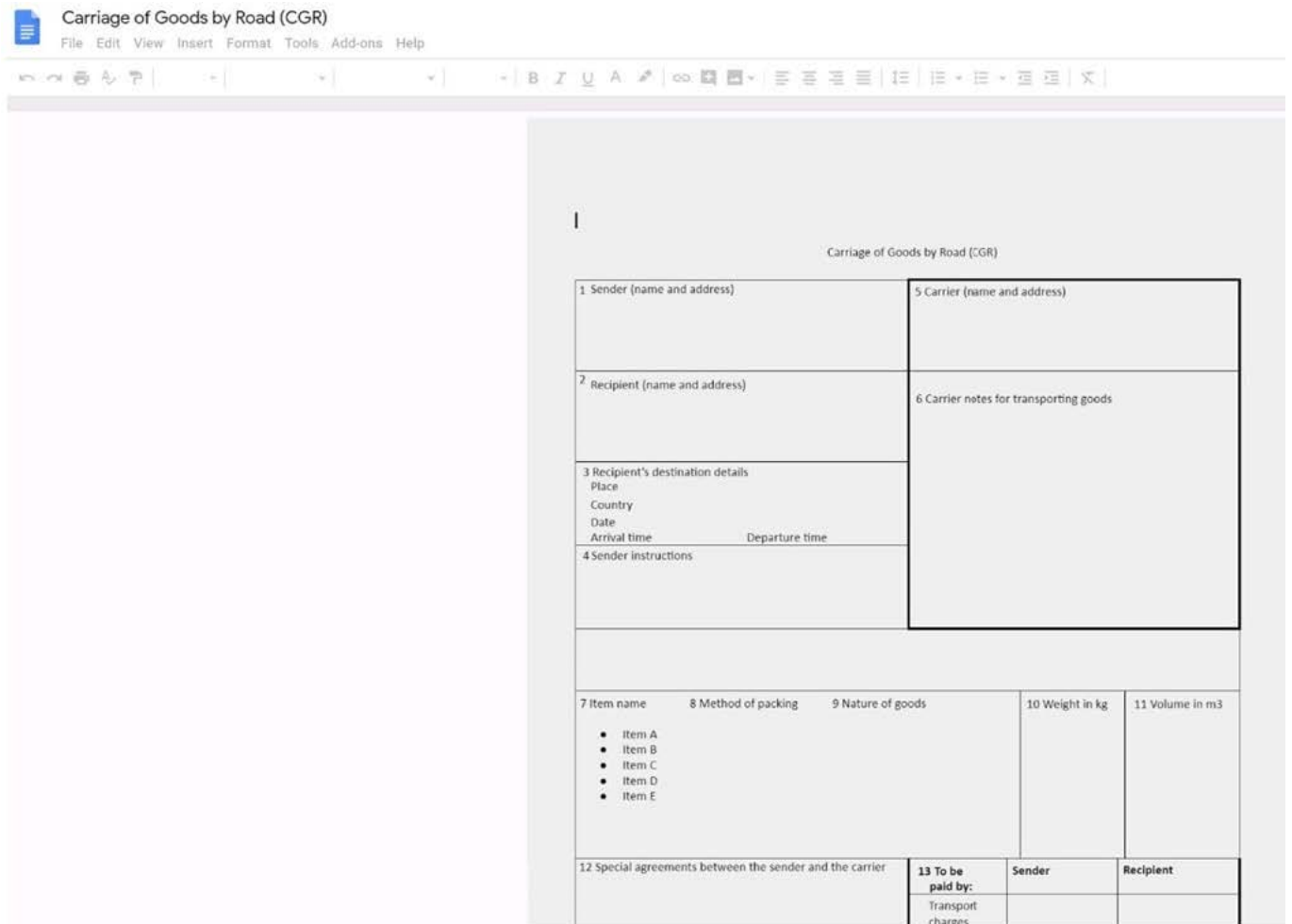**QUESTION 3**

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 |

- 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 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.

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
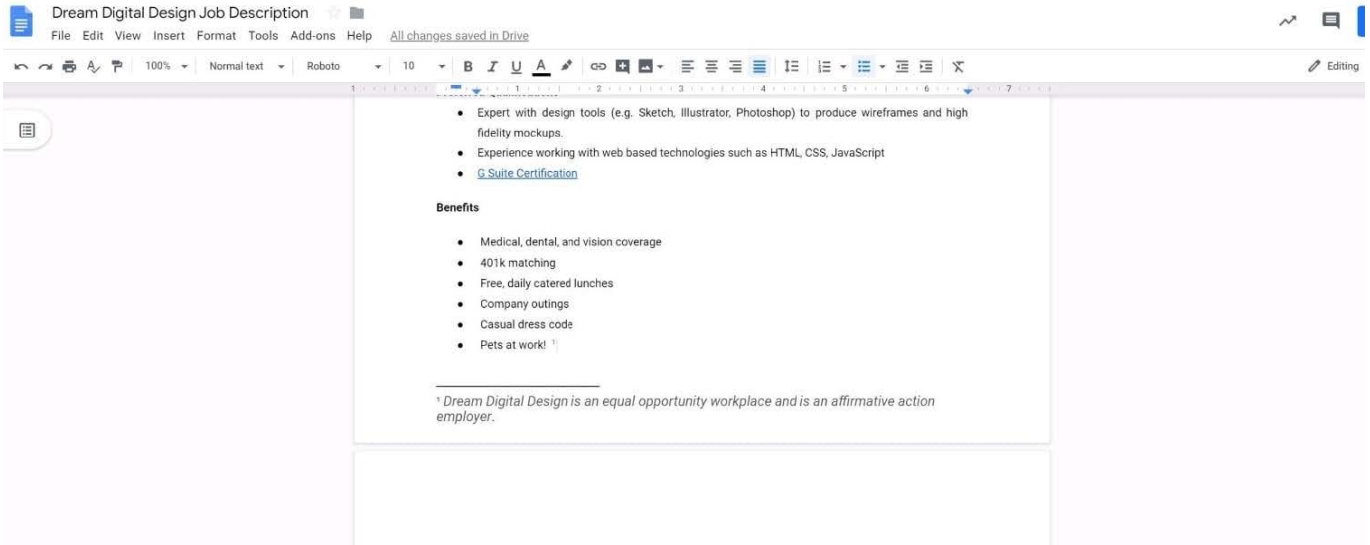
QUESTION 5

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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