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QUESTION 1

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.

The screenshot shows a Google Docs interface with a document titled "Carriage of Goods by Road (CGR)". The document content is a form with the following sections:

- 1 Sender (name and address)**
- 2 Recipient (name and address)**
- 3 Recipient's destination details**
 - Place
 - Country
 - Date
 - Arrival time
 - Departure time
- 4 Sender instructions**
- 5 Carrier (name and address)**
- 6 Carrier notes for transporting goods**
- 7 Item name**
 - 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		

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

A. See explanation below.

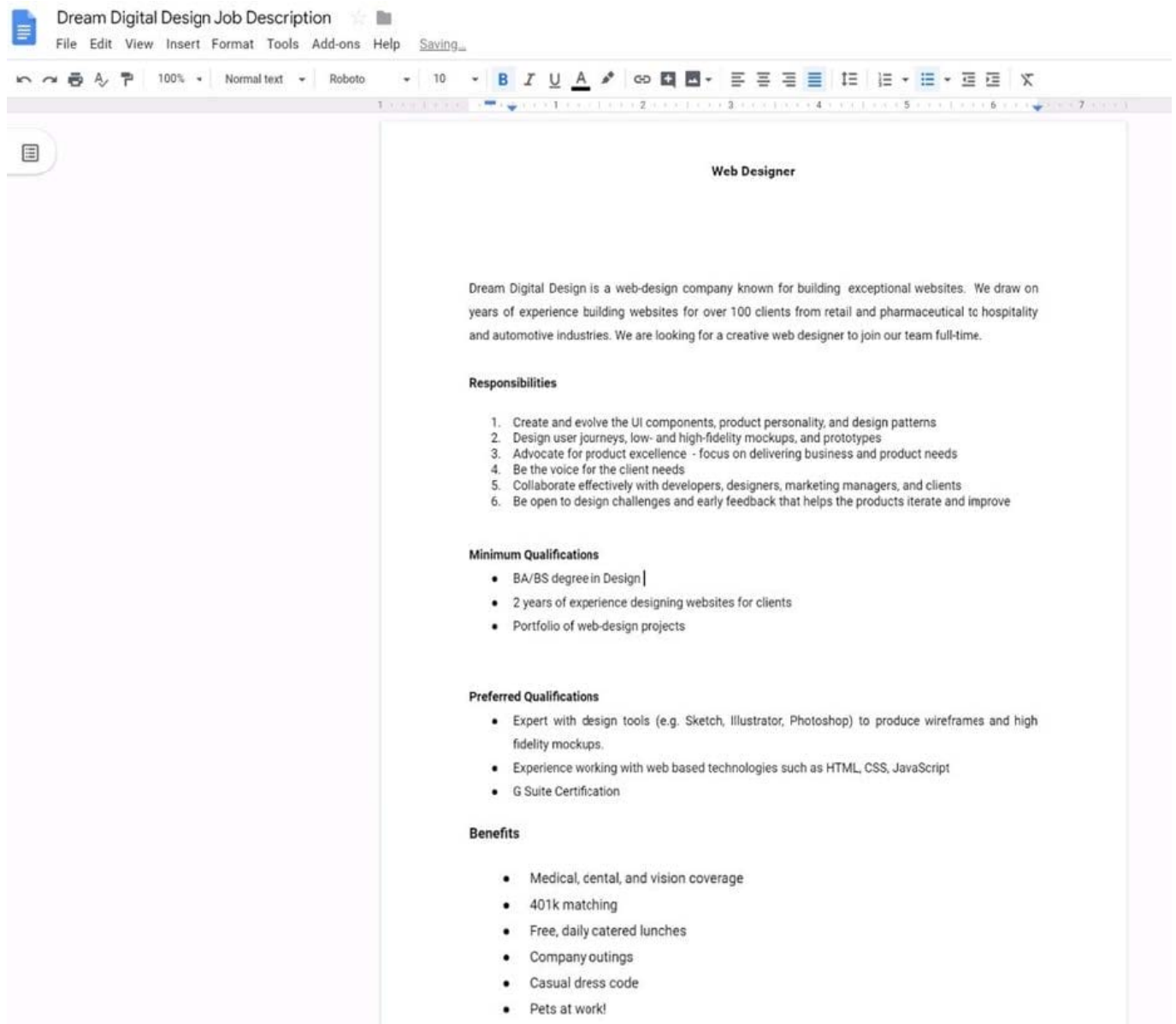
Correct Answer: A

QUESTION 2

SIMULATION

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. 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 font of all the text in the document to Arial, font size 11.

A. See explanation below.

Correct Answer: A

The screenshot shows a Google Docs interface with the following content:

- Title:** Dream Digital Design Job Description
- Menu:** File, Edit, View, Insert, Format, Tools, Add-ons, Help
- Toolbar:** Includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and search.
- Outline:** A sidebar on the left with sections: Outline, Web Designer, Responsibilities, Minimum Qualifications, Preferred Qualifications, and Preferred Qualifications.
- Main Content:**
 - Digital Design** (Section Header)
 - Introduction:** 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**
 - Create and evolve the UI components, product personality, and design patterns
 - Design user journeys, low- and high-fidelity mockups, and prototypes
 - Advocate for product excellence - focus on delivering business and product needs
 - Be the voice for the client needs
 - Collaborate effectively with developers, designers, marketing managers, and clients
 - 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!
- Footer:** Dream Digital Design is an equal opportunity workplace and is an affirmative action

Dream Digital Design Job Description

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

100% Normal text

Outline

- Web Designer
- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

More fonts

- AMATELSE
- Arial
- Caveat
- Comfortaa
- Comic Sans MS
- Courier New
- EB Garamond
- Georgia
- Impact**
- Lebster
- Lora
- Merriweather
- Montserrat
- Nunito
- Oswald
- Pacifico
- Playfair Display
- Roboto
- Roboto Mono
- Spectral
- Times New Roman
- Trebuchet MS
- Verdana

Web Designer

Dream Digital Design

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

- Create and evolve the UI components, product personality, and design patterns
- Design user journeys, low- and high-fidelity mockups, and prototypes
- Advocate for product excellence - focus on delivering business and product needs
- Be the voice for the client needs
- Collaborate effectively with developers, designers, marketing managers, and clients
- 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

The screenshot shows a Google Docs interface with the following content:

Web Designer

Dream Digital Design

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

- Create and evolve the UI components, product personality, and design patterns
- Design user journeys, low- and high-fidelity mockups, and prototypes
- Advocate for product excellence - focus on delivering business and product needs
- Be the voice for the client needs
- Collaborate effectively with developers, designers, marketing managers, and clients
- 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

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

B I U A

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		

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
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)

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

100% Normal text Calibri 10

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															
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="text-align: left;">13 To be paid by:</th> <th style="text-align: center;">Sender</th> <th style="text-align: center;">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																			

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

You are presenting a Google Slides presentation and need to remind yourself of what to say. You want to see your notes while you are in presenter view. What should you do?

- A. In your presentation, on each slide, click Insert, then click Comment, and add your speaking notes
- B. In your presentation, add notes below each slide, where it says Click to add speaker notes
- C. Write your notes in a Google Doc and link to that document in your Google Slides presentation
- D. In your presentation, click Insert, select Text box, and add your notes to a textbox below each slide

Correct Answer: B

Reference: <https://www.bettercloud.com/monitor/the-academy/use-speaker-notes-google-slides/>

QUESTION 5

You want to send an email to your team with a photo in the body of the email. Which steps should you take?

- A. In the body of the email, put the cursor where you want the photo to be. Click Insert photo from the email options toolbar. Select the photo and insert it inline.
- B. In the body of the email, put the cursor where you want the photo to be. Click Insert photo from the email options toolbar. Select the photo and insert it as an attachment.
- C. Put the cursor where you want the photo to be. In the email options toolbar, click Insert files using Drive. Choose the photo you want to send. Insert it as an attachment.

D. Put the cursor where you want the photo to be. In the email options toolbar, click Attach files. Choose the photo you want to send, and add it to the email.

Correct Answer: A

QUESTION 6

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.

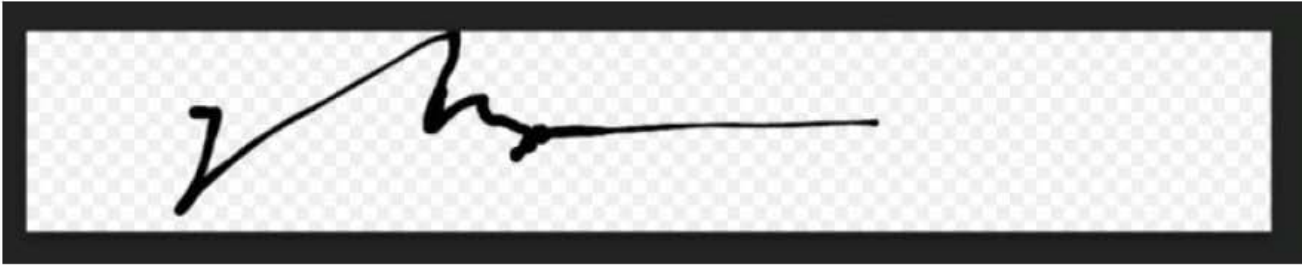
The screenshot shows a Google Docs document titled "Carriage of Goods by Road (CGR)". The document contains a form with the following sections:

- 1 Sender (name and address)**
- 2 Recipient (name and address)**
- 3 Recipient's destination details**
 - Place
 - Country
 - Date
 - Arrival time
 - Departure time
- 4 Sender instructions**
- 5 Carrier (name and address)**
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- 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


Insert the electronic signature, carrier_signature.png, in the cell titled, 17 Signature or stamp of the carrier.

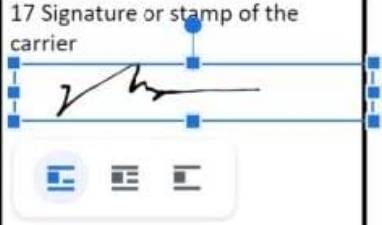
A. See explanation below.

Correct Answer: A



Subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the Carriage of Goods by Road (CGR)

		18 Goods received	
		Time of arrival	Time of departure
Sender	17 Signature or stamp of the carrier 	Signature or stamp of the recipient	
Carrier			

15 This package is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the International Carriage of Goods by Road (CGR)	
15 Date	18 Goods received Time of arrival Time of departure
16 Signature or stamp of the sender	17 Signature or stamp of the carrier 
Signature or stamp of the recipient	
Unofficial notes reserved for Carrier	

No 1234567

QUESTION 7

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/>

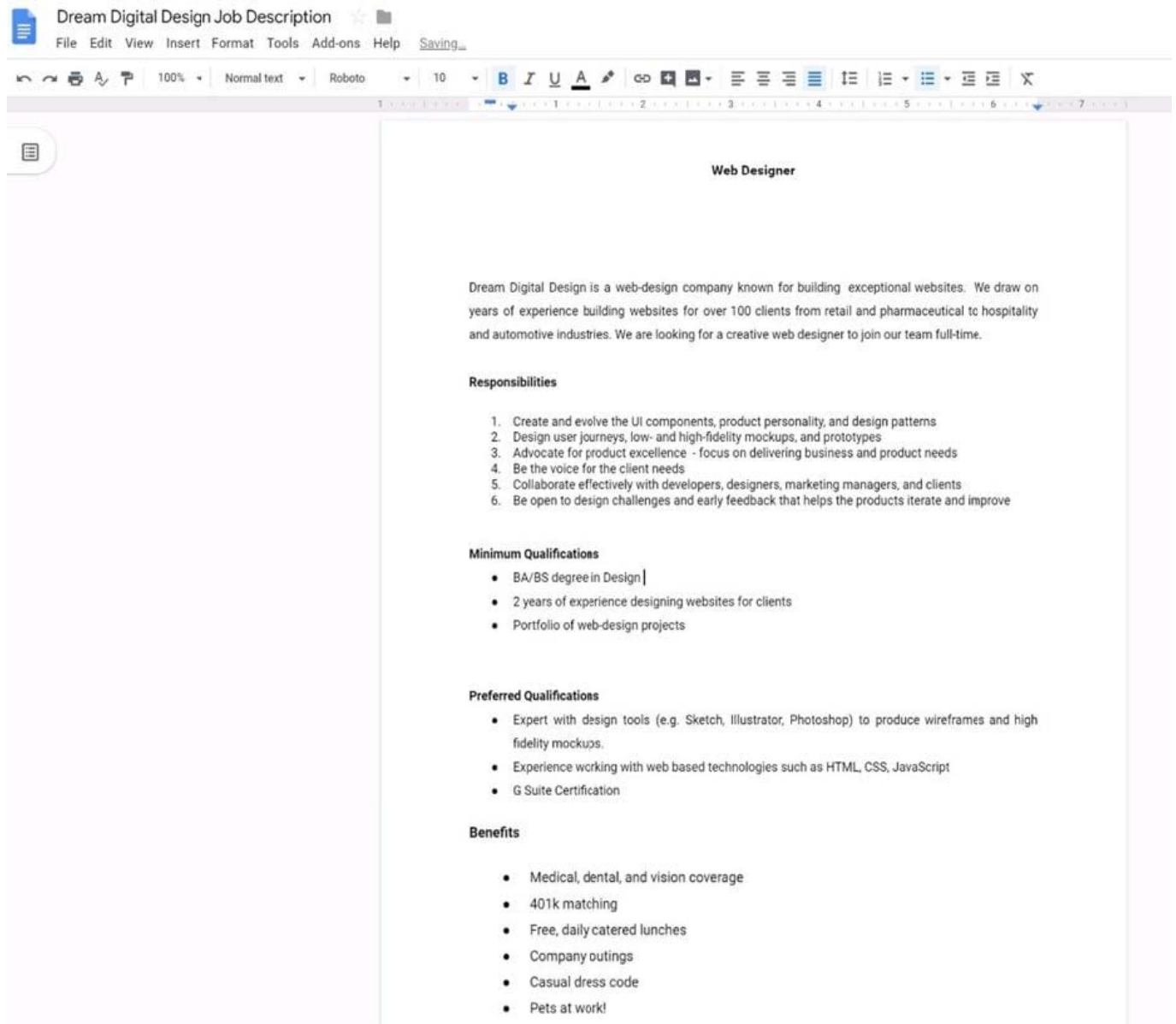
QUESTION 8

SIMULATION

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design

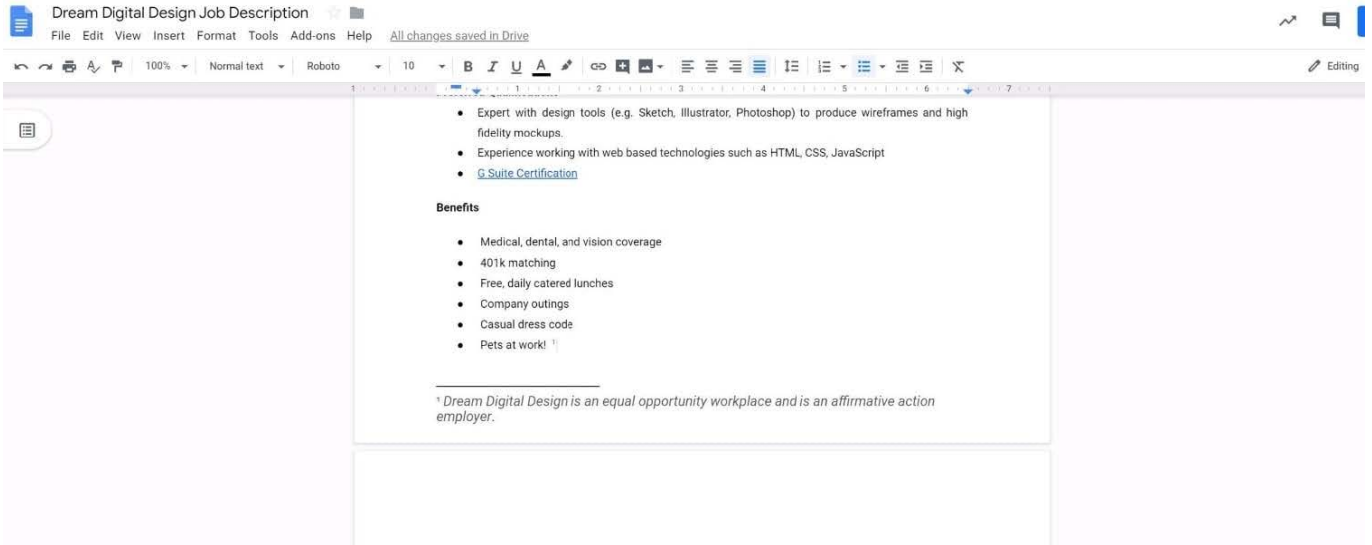
company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the Dream Digital Design Job Description for all the tasks in this scenario.



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 9

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 the "1. Our Company & Team" section.

Section	Page
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

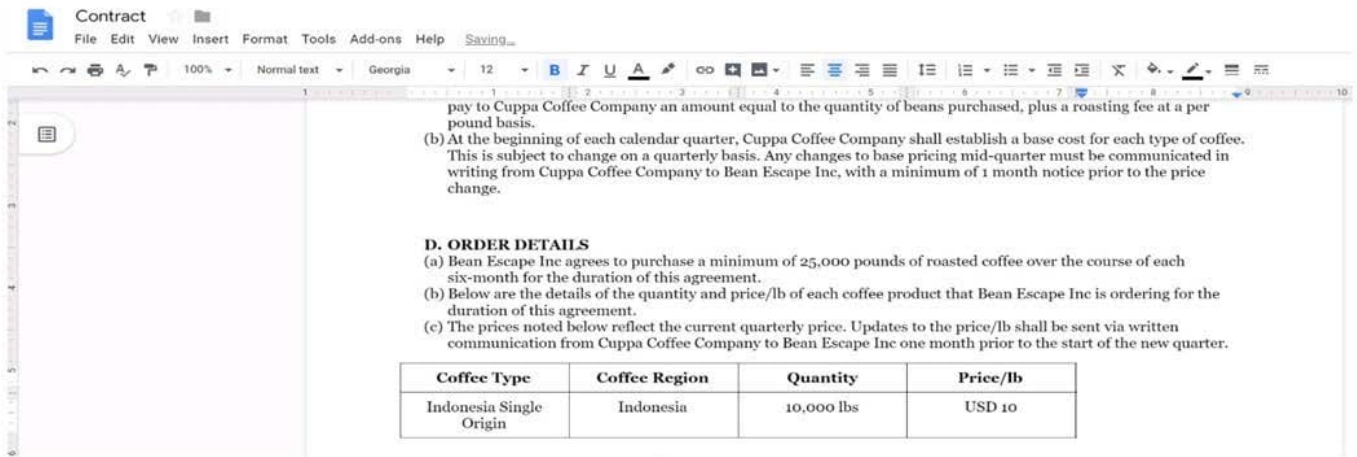
It is hereby agreed as follows:

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 the size of the text in each paragraph to be consistent in the Contract document. In section 1, Our Company and Team, change the font size of the paragraph to 12.

A. See explanation below.

Correct Answer: A

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

1. Our Company & Team

Our company is a global coffee supplier. Our mission is to produce consistently quality coffee for local small businesses, cafes, restaurants, and grocers 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 team 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). Our team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details

It is hereby agreed as follows:

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The term of this agreement is from October 23, 2017 until October 22, 2018.

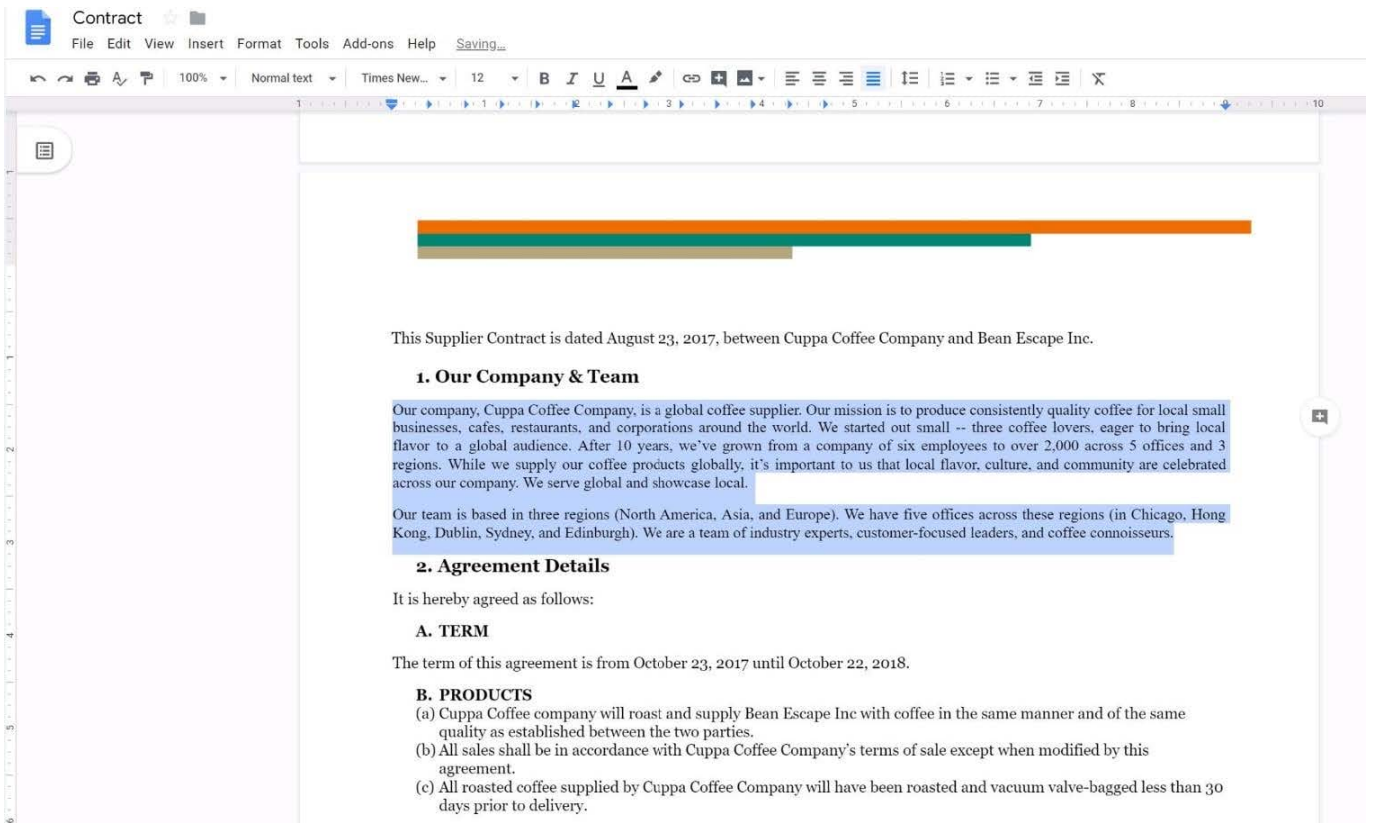
B. PRODUCTS

(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.

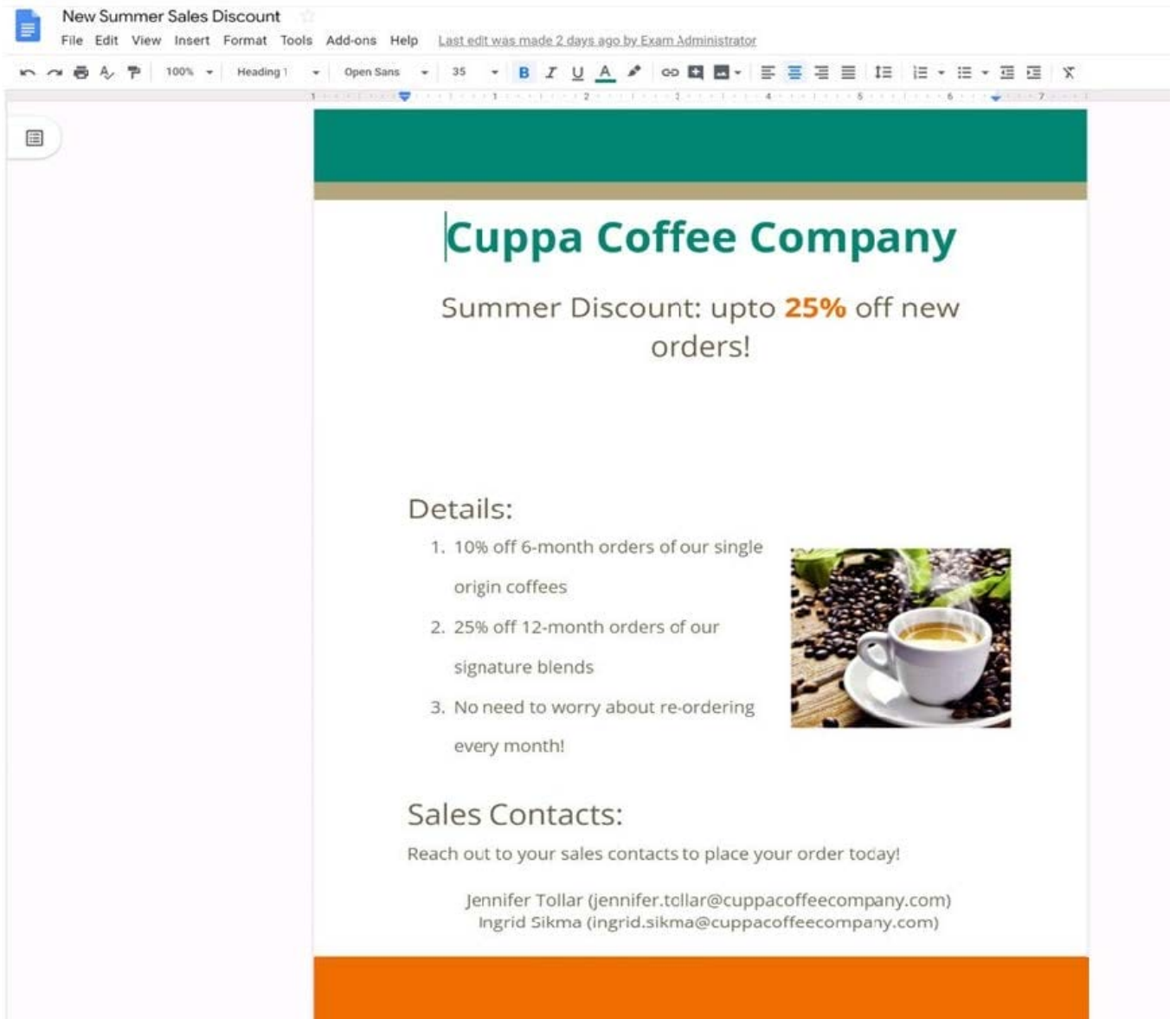
(d) Cuppa Coffee Company will aim for delivery within 3 weeks of the roasting date.



QUESTION 10

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 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:

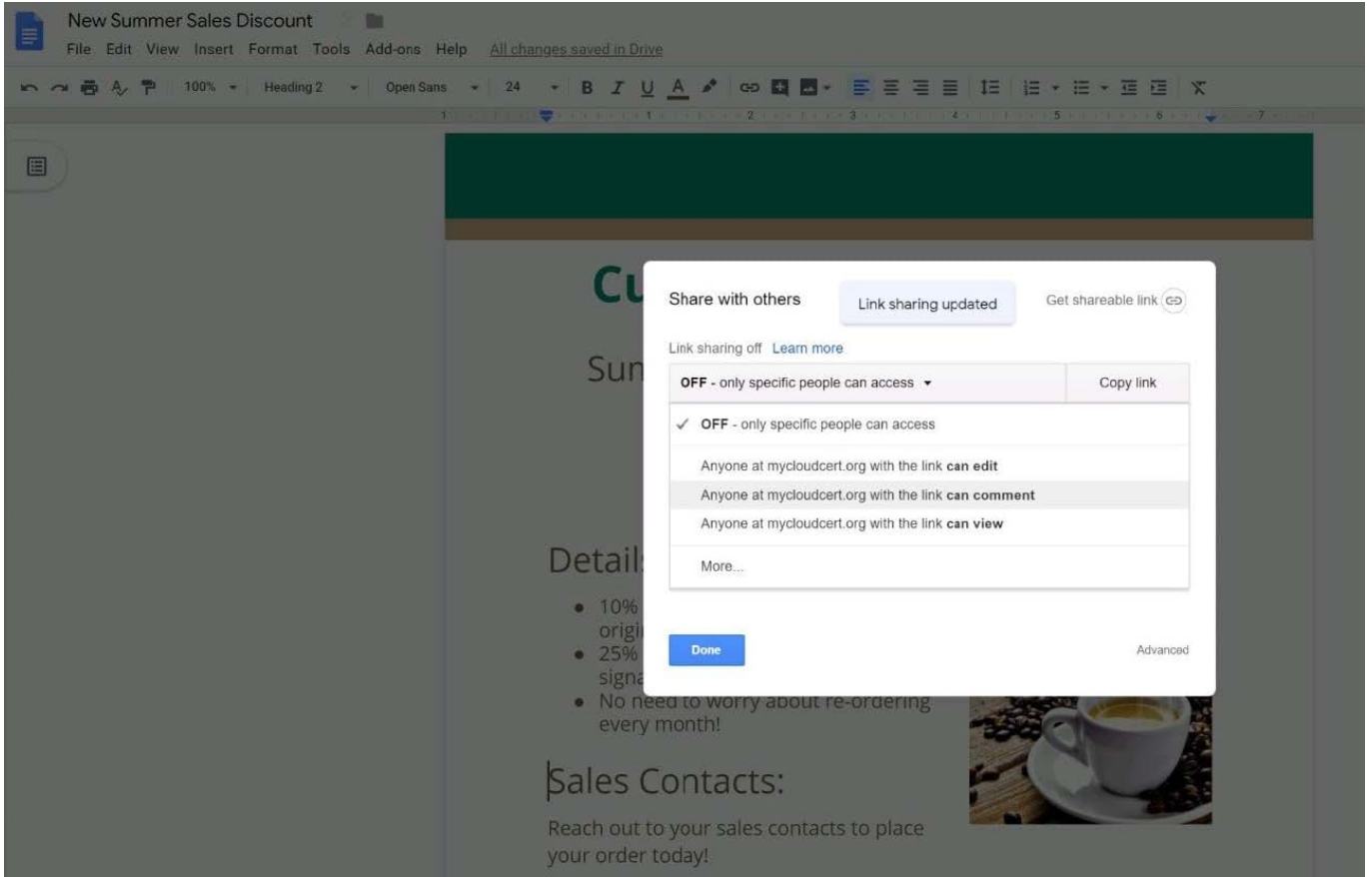
- 10% off 6-month orders of our single origin coffees
- 25% off 12-month orders of our signature blends
- No need to worry about re-ordering every month!



Sales Contacts:

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

Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)



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