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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.

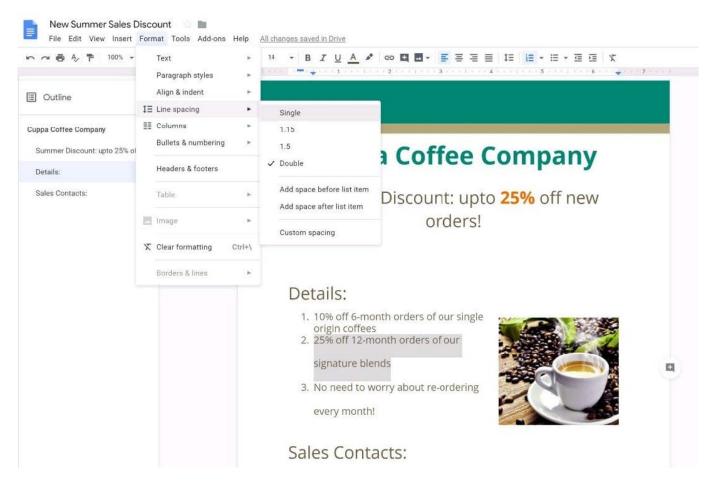
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|---------|----|--------|--------------------------|---|-----------------------|--------------|--|-----------------|-----------------|
| | | | 1 | l Carriage of Goods by Road (CGR) | | | | | |
| | | | 1 Sender | 1 Sender (name and address) | | | 5 Carrier (name and address) | | |
| | | | 2 Recipier | 2 Recipient (name and address) 6 Carrier not 3 Recipient's destination details 9 lace Country Date 7 Date Arrival time Departure time | | | 6 Carrier notes for transporting goods | | |
| | | | Place Country Date | | | | | | |
| | | | | instructions | | | | | |
| | | | 7 Item na | me 8 Mel | hod of packing § | Nature of go | ods | 10 Weight in kg | 11 Volume in m3 |
| | | | • # • # • # | em A em B em C em D | | | | | |
| | | | 12 Specia | agreements bet | ween the sender and t | he carrier | 13 To be | Sender | Recipient |

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

A. See explanation below.

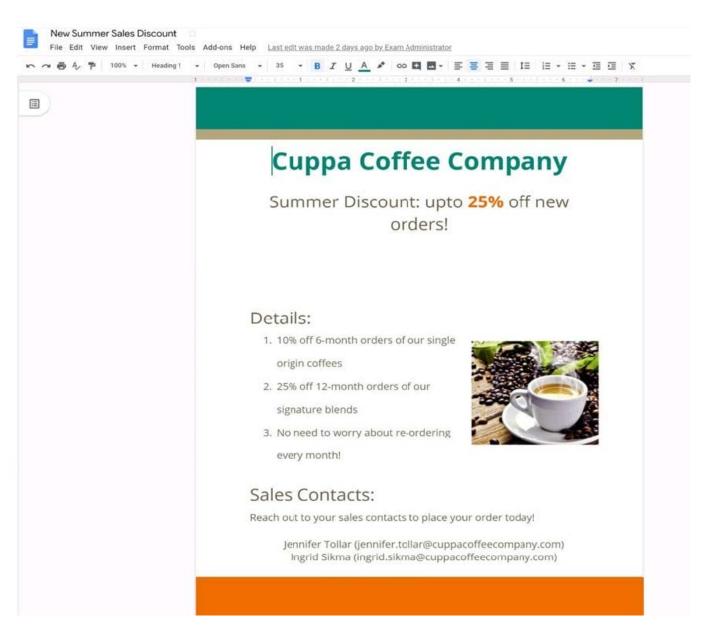
Correct Answer: A

QUESTION 2



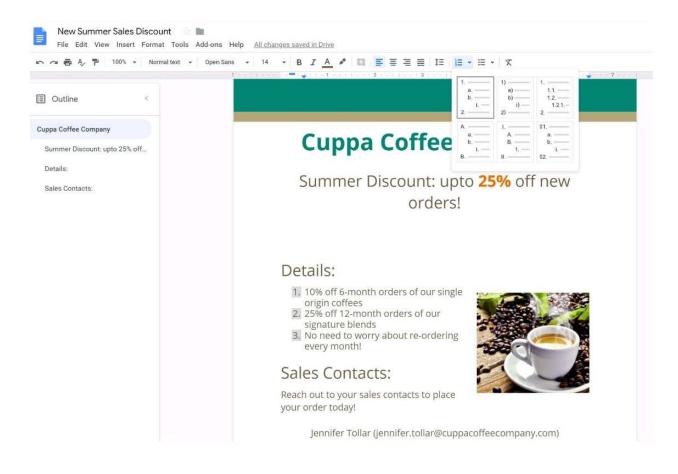
SIMULATION Overview Your company is offering a new summer discount for its customers. In the following questions, take actions

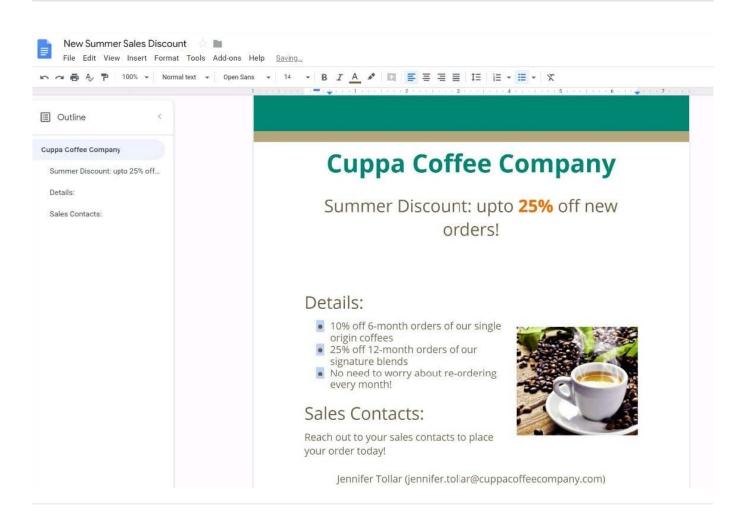
to update the New Summer Sales Discount that your sale representatives will share with customers.



In the New Summer Sales Discount document, go to the Details section and change the numbered list to a bulleted list.

A. See explanation below.

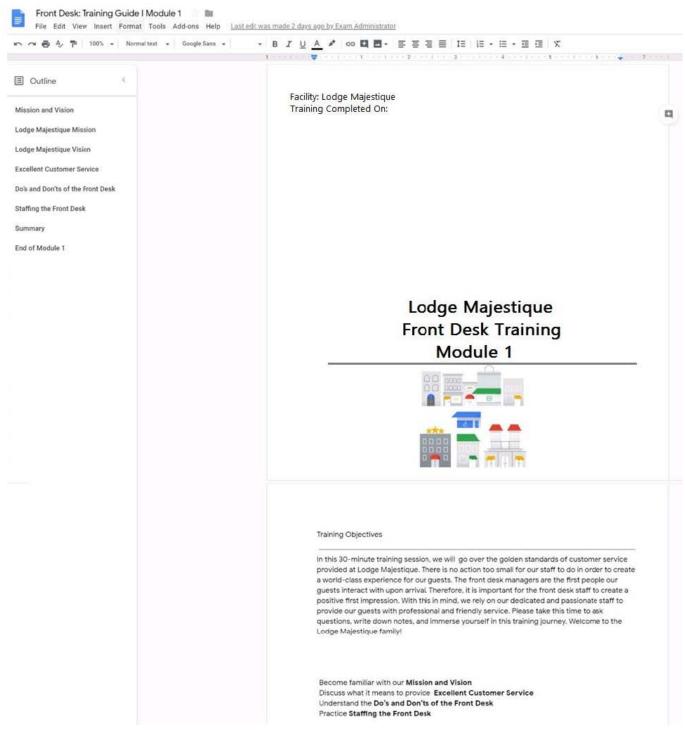




QUESTION 3

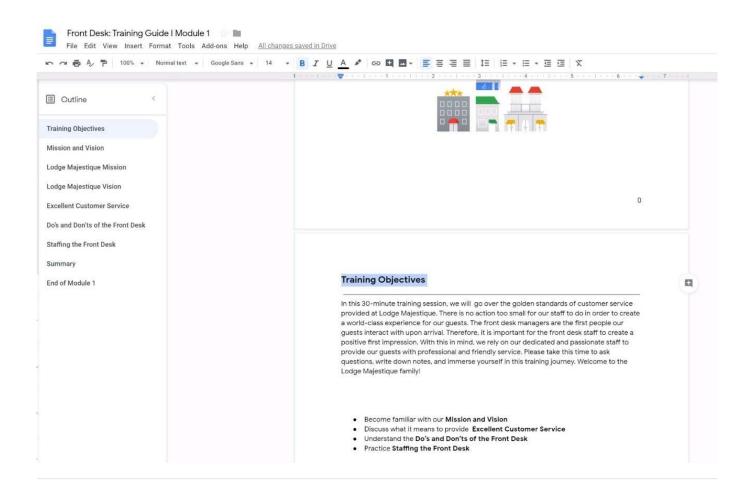
SIMULATION Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.



On page 2 of the training guide, make the Training Objectives title bold.

A. See explanation below.



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.

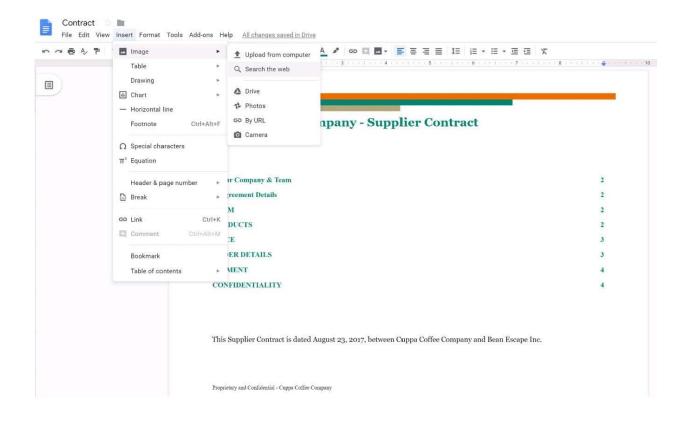
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| | Cuppa Coffee Company - Supplier Contract | |
| | Cuppa conce company - Supplier contract | |
| | 1. Our Company & Team | 2 |
| | 2. Agreement Details | 2 |
| | TERM | 2 |
| | PRODUCTS | 2 |
| | PRICE | 3 |
| | ORDER DETAILS | 3 |
| | PAYMENT | 4 |
| | CONFIDENTIALITY | 4 |
| | CONTRACTOR | |
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| | Proprietary and Confidential - Cuppa Coffee Company | |
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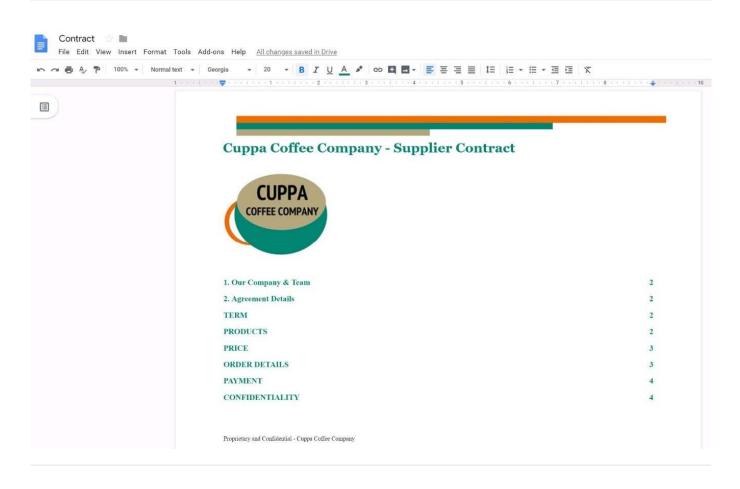
On the Contract document, you want to add your company logo under the header Cuppa Coffee Company ?Supplier



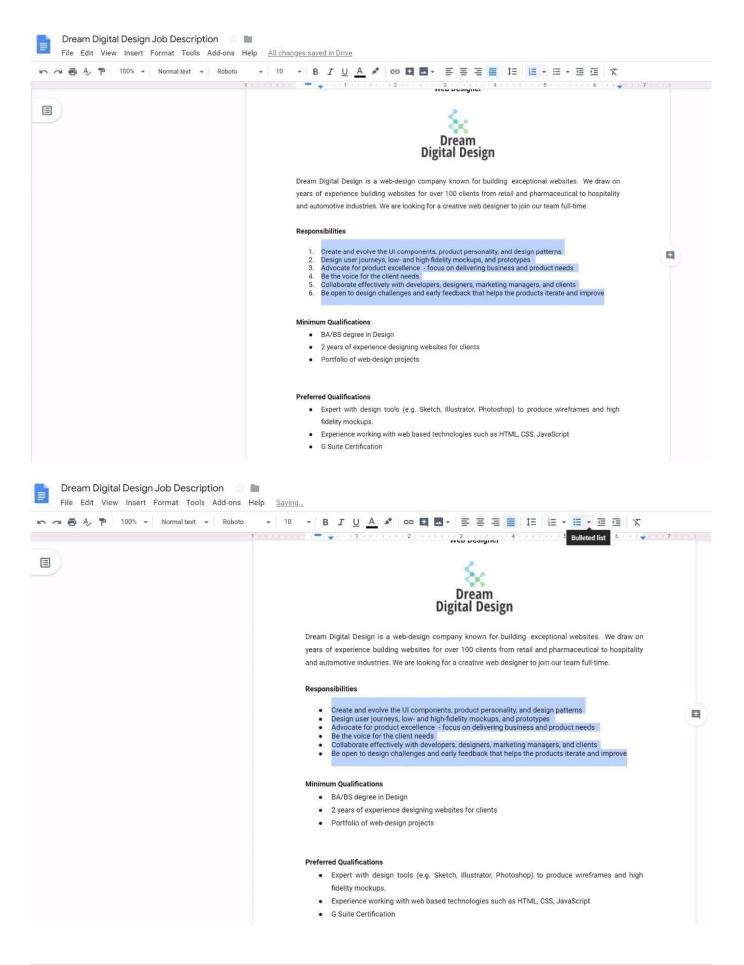
Contract. Insert the Company Logo.jpg image located in your Drive directly under the header. You do not need to align or resize the image.

A. See explanation below.





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.

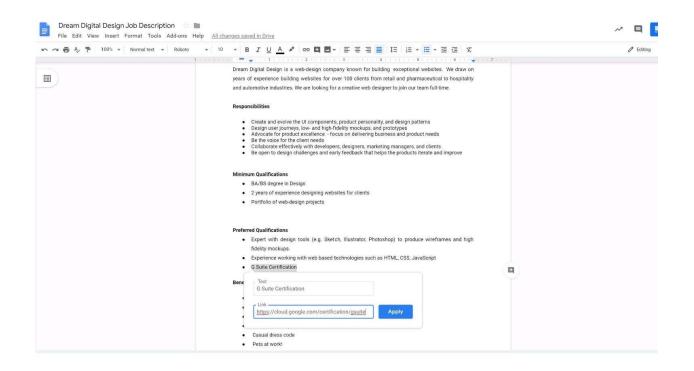
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| 1) | Web Designer | | | | |
| | | | | | |
| | Dream Digital Design is a web-design company known for building exceptional websites. We draw on | | | | |
| | years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality | | | | |
| | and automotive industries. We are looking for a creative web designer to join our team full-time. | | | | |
| | Responsibilities | | | | |
| | 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! | | | | |

In the Preferred Qualifications, add a link to https://cloud.google.com/certification/gsuite to the G Suite Certification text.

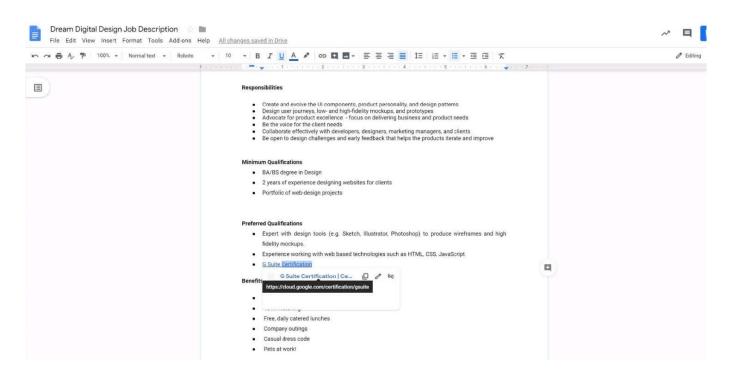
A. See explanation below.



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