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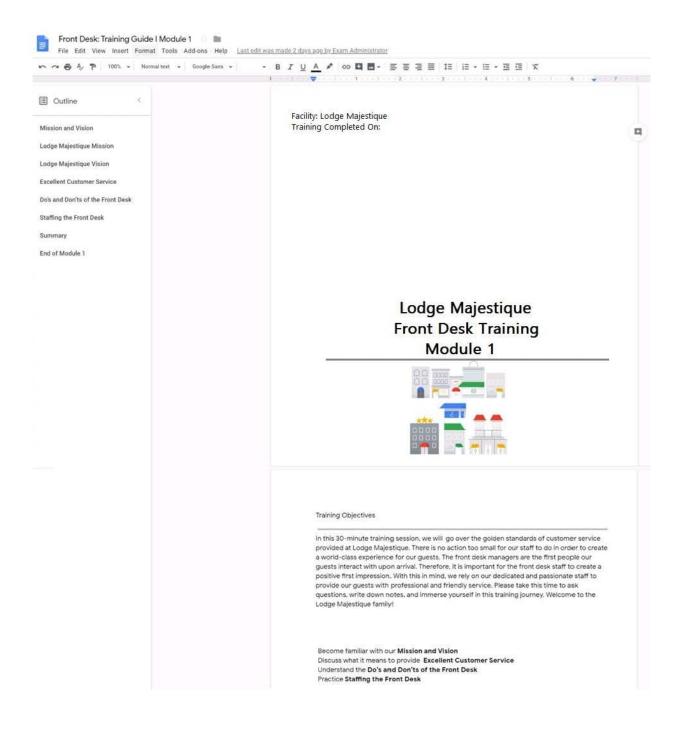
QUESTION 1

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 Front Desk: Training Guide | Module 1, format the 4 training objectives as a bulleted list.

A. See explanation below.

Correct Answer: A

QUESTION 2

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	
	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	
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	small businesses, cafes, restaurants, and corporations around the world. We started out sr local flavor to a global audience. After 10 years, we've grown from a company of six employ regions. While we supply our coffee products globally, it's important to us that local flavor across our company. We serve global and showcase local.	yees to over 2,000 across 5 offices and 3 culture, and community are celebrated
	Our team is based in three regions (North America, Asia, and Europe). We have five office: Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focus	
	2. Agreement Details	
	It is hereby agreed as follows:	
	A. TERM	
	A. TERM The term of this agreement is from October 23, 2017 until October 22, 2018.	
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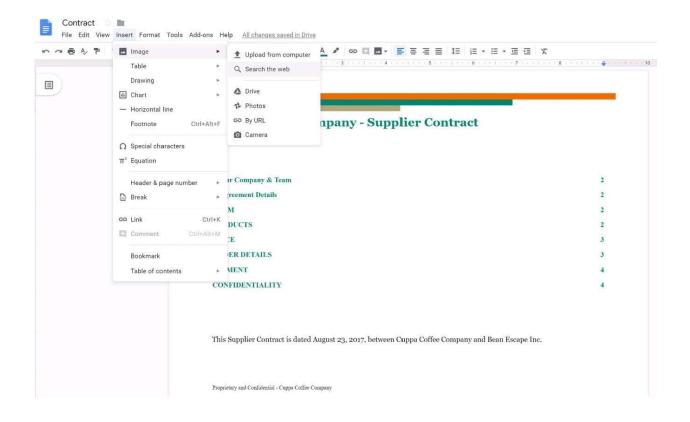
On the Contract document, you want to add your company logo under the header Cuppa Coffee Company ?Supplier

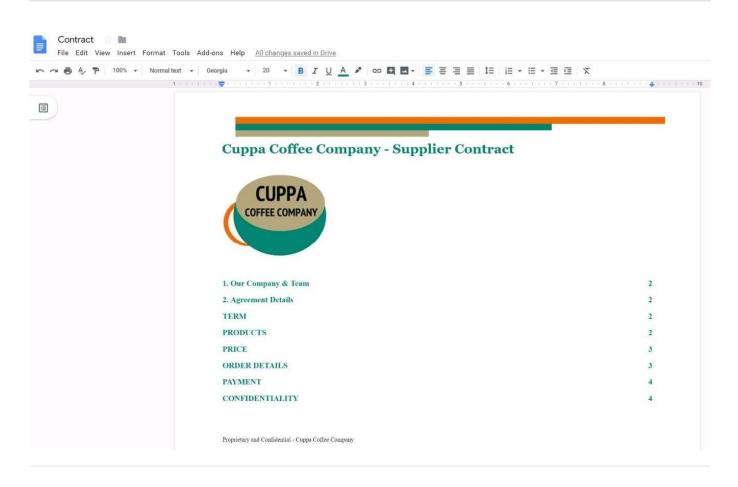


Contract. Insert the Company Logo.jpg image located in your Drive directly under the header. You do not need to align or resize the image.

A. See explanation below.

Correct Answer: A





QUESTION 3

You need to find an audio file on Google Drive that your manager shared with you recently. You know that the type of file you are looking for is audio, and the owner of the file is lisa@kelvincars.com. What should you do to quickly find the file on Google Drive?

A. Click on the dropdown menu in the search bar of Google Drive, select audio as the typo of file, select owned by me as owner, and then click Search.

B. Click on the dropdown menu in the search bar of Google Drive, select audio as the type of file, enter lisa@kelvincars.com as owner, and then click Search.

C. In the search bar of Google Drive, enter type:video owner:me

D. In the search bar of Google Drive, enter type:video owner:lisa@kelvincars.com

Correct Answer: B

Reference: https://usingtechnologybetter.com/how-to-search-for-google-drive-share-emails-in-gmail/

QUESTION 4

SIMULATION

Overview

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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.

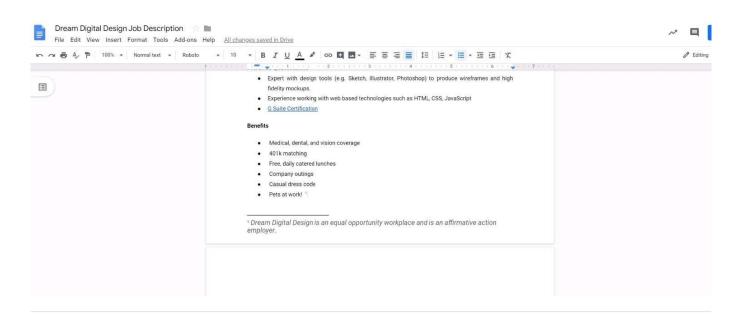
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	1 1			
	Web Designer			
	Dream Digital Design is a web-design company known for building exceptional websites. We draw on			
	years of experience building websites for over 100 clients from retail and pharmaceutical to hospitality			
	and automotive 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!			

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

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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	L		
	Carriage of Goods by Road (CGR)		
	1 Sender (name and address)	5 Carrier (name and address) 6 Carrier notes for transporting goods	
	² Recipient (name and address)		
	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 g Item A Item B Item C Item C Item C Item E	of goods 10 Weight in kg 11 Volume in m3	
	12 Special agreements between the sender and the 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

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