# **GSUITE**<sup>Q&As</sup>

Google GSuite

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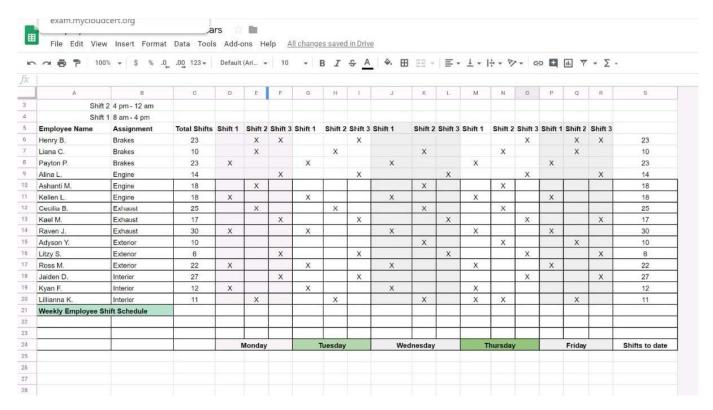
#### **QUESTION 1**

You just started your new job and received an email with a Getting Started manual attached. After a few weeks, you want to remove this email from your Gmail inbox but preserve it for future reference. What should you do?

- A. Mark as not important
- B. Delete the email
- C. Archive the email
- D. Label the email

Correct Answer: C

#### **QUESTION 2**



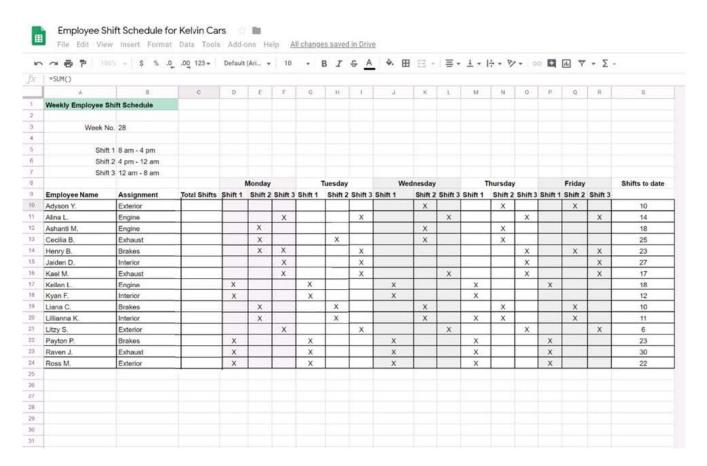
# **SIMULATION**

#### 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.

# https://www.leads4pass.com/gsuite.html

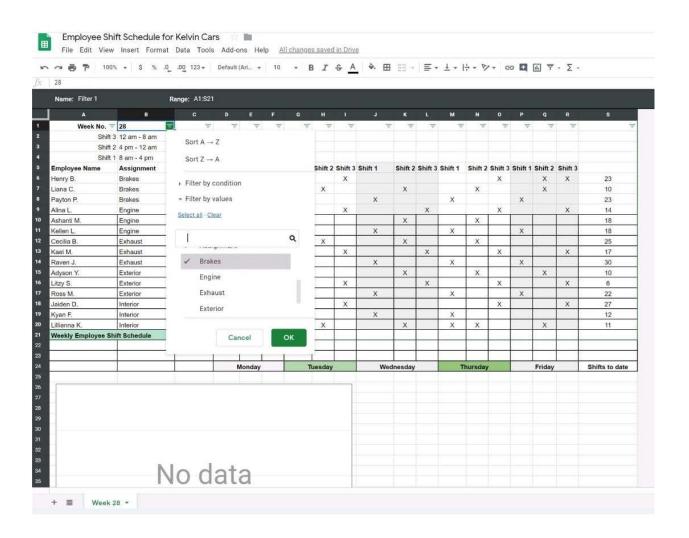
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Filter the table so that only shifts with "brakes" assignments are viewable.

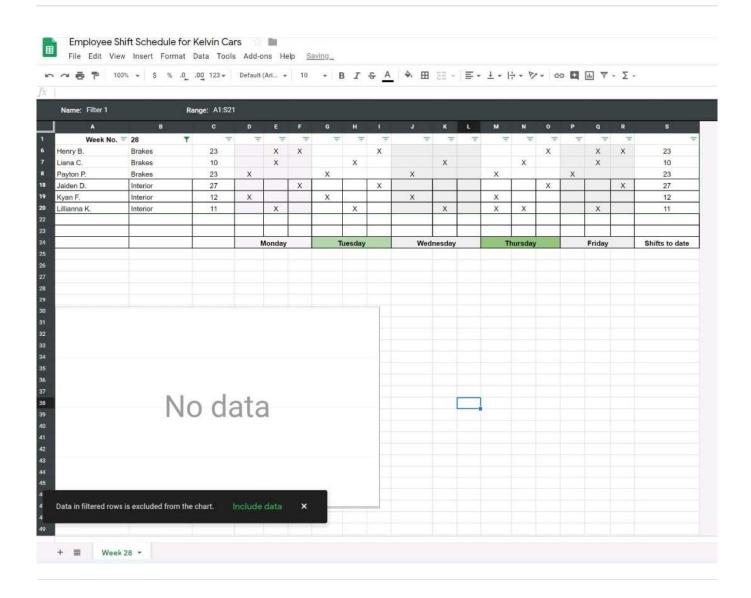
A. See explanation below.

Correct Answer: A



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# **QUESTION 3**

You received an email request that you want to respond to next week. For you to remember about this request, you need to have this email on top of your inbox next Monday at 9:30 AM. What should you do?

- A. Click Snooze in the email options. Then select to snooze the email until 9:30 AM next Monday.
- B. Mark the email as Important. Create a calendar event for 9:30 AM next Monday. Then add the email\\'s URL to the calendar event.
- C. Add the email to Tasks. Then edit the task to have a due date of 9:30 AM next Monday.
- D. Create a calendar event for 9:30 AM next Monday, and add an email notification to be sent to your inbox.

Correct Answer: A

Reference: https://support.google.com/a/users/answer/9260550#2.6

### **QUESTION 4**



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You want to send login instructions, such as URL, username, and password, to a new external user. You want to email to be automatically deleted from the user\\'s inbox in two days. What should you do?

- A. Call the user and provide them with login instructions over the phone
- B. Email the user and ask them to delete the email in two days
- C. Send the URL and username in one email, and send the temporary password in another
- D. Create the email in confidential mode. Set the email to expire in two days

Correct Answer: D

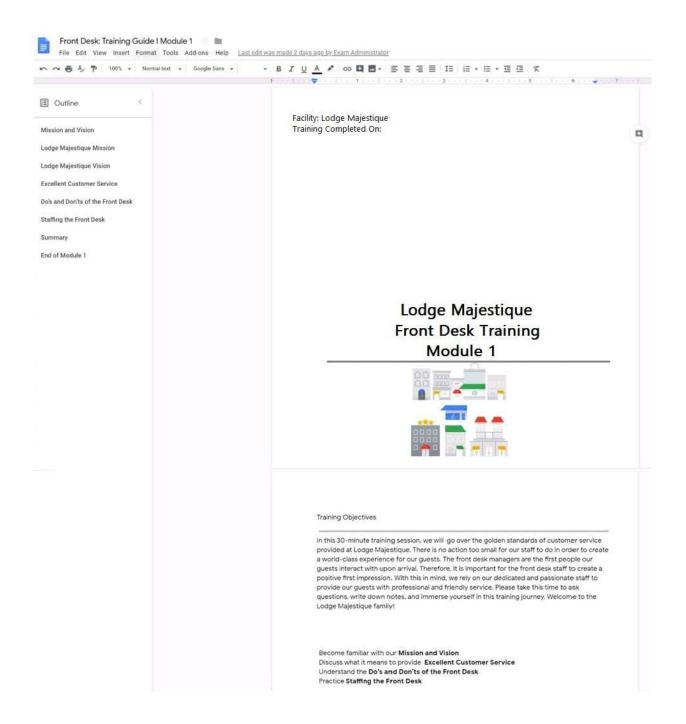
Reference: https://support.google.com/a/users/answer/9381514?hl=en

#### **QUESTION 5**

**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.





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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

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