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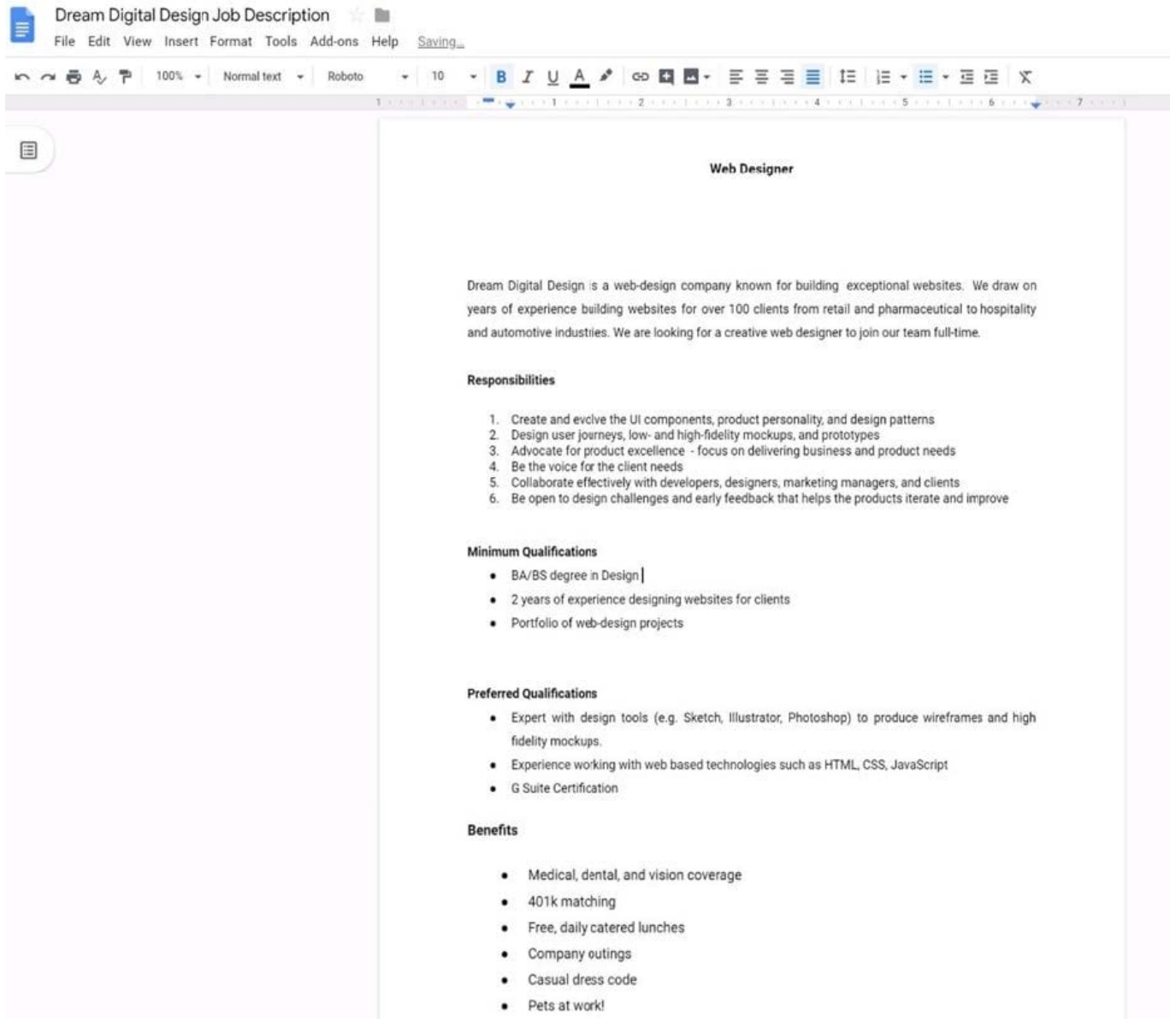
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QUESTION 1

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 page color to any color other than white.

A. See explanation below.

Correct Answer: A

QUESTION 2

You need to set up a way to easily access a Google Drive folder that your team shared with you. The Team Drive with this shared folder has over 1,000 different folders. What should you do to have quick access to the shared folder?

- A. Create a new folder in My Drive on Google Drive. Copy all the files from your team's folder to the new folder
- B. Create a new folder in My Drive on Google Drive. Move your team's folder into this new folder
- C. Find the shared folder on Google Drive. Change the color of the folder to red
- D. Find the shared folder in Shared with me on Google Drive. Right-click on the folder, and then click Add to My Drive

Correct Answer: D

Reference: <https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en>

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

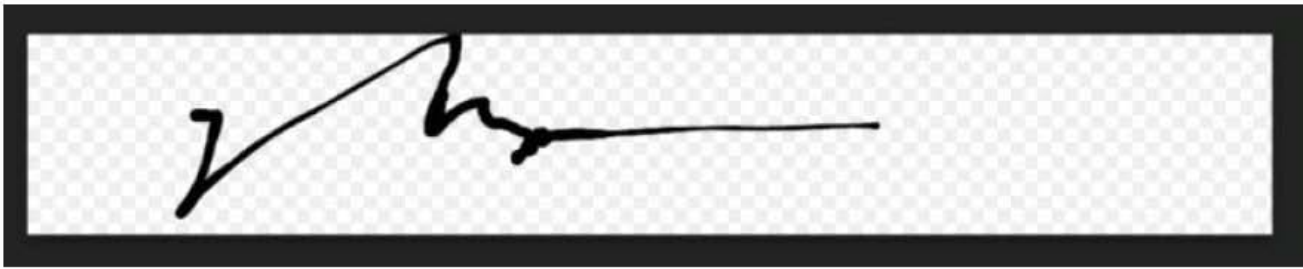
Carriage of Goods by Road (CGR)

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
<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
			Transport charges	Recipient


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

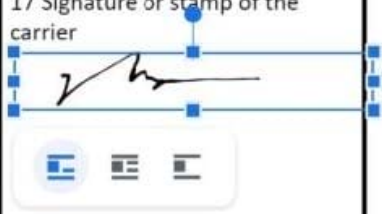
A. See explanation below.

Correct Answer: A



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

		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
16 Signature or stamp of the sender	Time of arrival Time of departure
	17 Signature or stamp of the carrier
	
	Signature or stamp of the recipient
Unofficial notes reserved for Carrier	

No 1234567

QUESTION 4

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	
<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	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			
	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 B I U A

Numbered list (Ctrl+Shift+7)

Outline

Headings you add to the document will appear here.

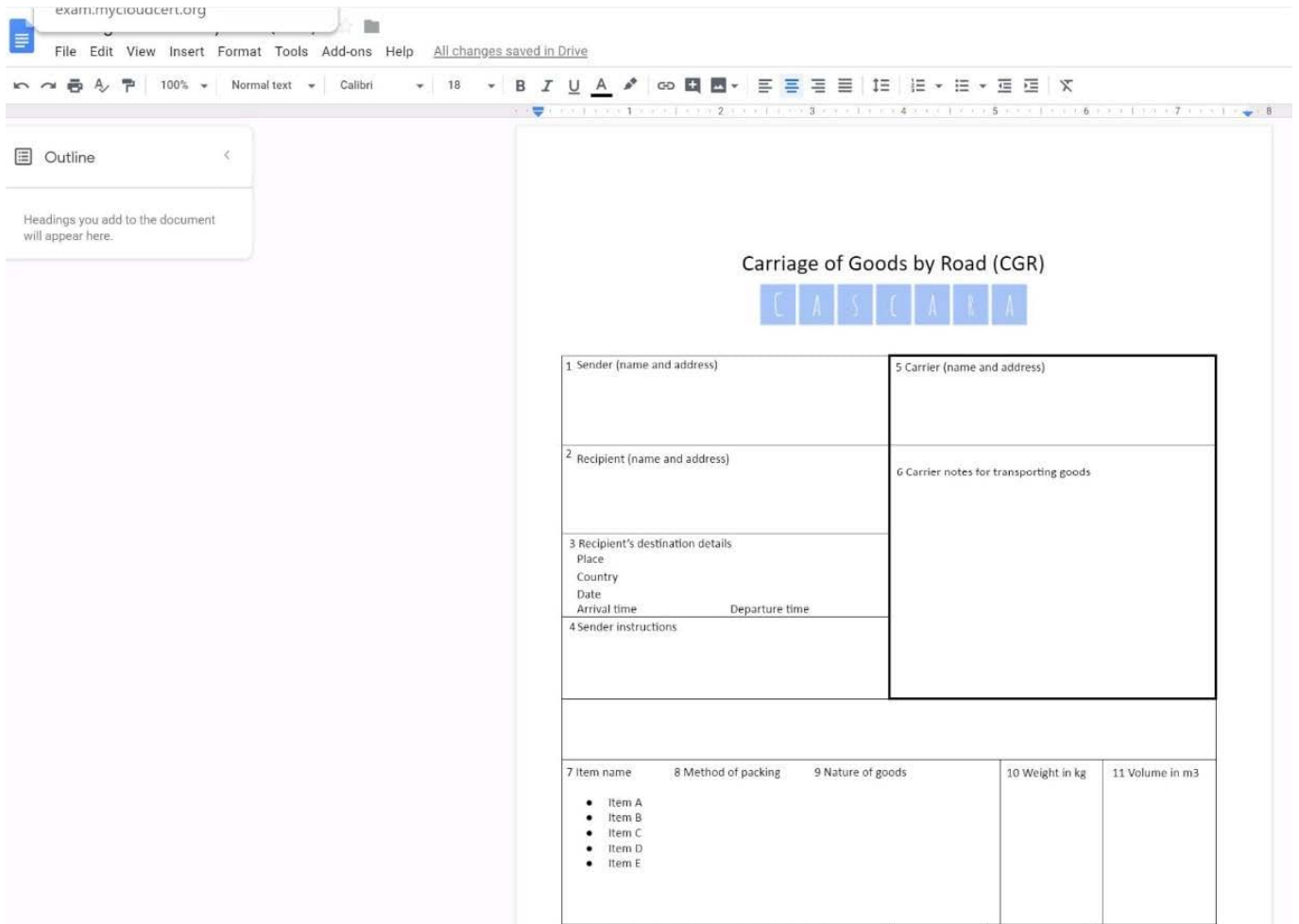
Carriage of Goods by Road (CGR)

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 1. Item A 2. Item B 3. Item C 4. Item D 5. 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		
			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 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.

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
<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		

Delete the blank row underneath 4 Sender instructions.

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

Outline

Headings you add to the document will appear here.

Carriage of Goods by Road (CGR)

C A S E 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	
<ul style="list-style-type: none"> Item A Item B Item C Item D Item E 	

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste without formatting Ctrl+Shift+V

Delete

Suggest edits

Save to Keep

Insert row above

Insert row below

Insert column left

Insert column right

Delete row

Delete column

Delete table

Unmerge cells

Distribute rows

Distribute columns

Table properties

Select all matching text

Update 'Normal text' to match

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

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											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Item name</th> <th style="width: 20%;">8 Method of packing</th> <th style="width: 30%;">9 Nature of goods</th> <th style="width: 10%;">10 Weight in kg</th> <th style="width: 10%;">11 Volume in m3</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Item A Item B Item C Item D Item E </td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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 					
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">13 To be paid by:</th> <th style="width: 30%;">Sender</th> <th style="width: 30%;">Recipient</th> </tr> </thead> <tbody> <tr> <td>Transport charges</td> <td></td> <td></td> </tr> </tbody> </table>	13 To be paid by:	Sender	Recipient	Transport charges						
13 To be paid by:	Sender	Recipient									
Transport charges											

QUESTION 6

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.

New Summer Sales Discount

File Edit View Insert Format Tools Add-ons Help Last edit was made 2 days ago by Exam Administrator


100% Heading 1 Open Sans 35 B I U A

Cuppa Coffee Company

Summer Discount: upto **25%** off new orders!

Details:

1. 10% off 6-month orders of our single origin coffees
2. 25% off 12-month orders of our signature blends
3. 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)
Ingrid Sikma (ingrid.sikma@cuppacoffeecompany.com)

You are editing a document with information on this summer's discounts. Open the New Summer Sales Discount document and change the line spacing in the Details section to single-spaced.

A. See explanation below.

Correct Answer: A

QUESTION 7

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 8

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 form is structured as follows:

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:	
			Transport charges	
			Sender	Recipient

Insert the company logo, cascara_logo.png, at the top of the page, under Carriage of Goods by Road (CGR) title.

A. See explanation below.

Correct Answer: A

QUESTION 9

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 form titled "Carriage of Goods by Road (CGR)". The form is divided into several sections:





- Section 1:** Sender (name and address)
- Section 2:** Recipient (name and address)
- Section 3:** Recipient's destination details (Place, Country, Date, Arrival time, Departure time)
- Section 4:** Sender instructions
- Section 5:** Carrier (name and address)
- Section 6:** Carrier notes for transporting goods
- Section 7:** Item name (Listed as Item A, B, C, D, E)
- Section 8:** Method of packing
- Section 9:** Nature of goods
- Section 10:** Weight in kg
- Section 11:** Volume in m3
- Section 12:** Special agreements between the sender and the carrier
- Section 13:** To be paid by: (Sub-sections for Sender and Recipient, including 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

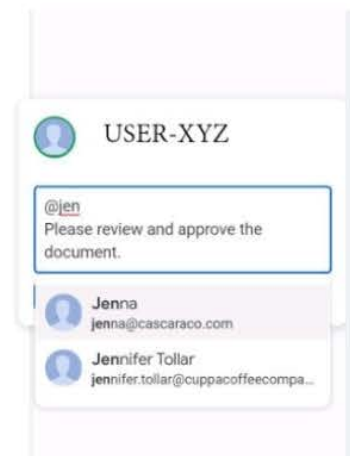
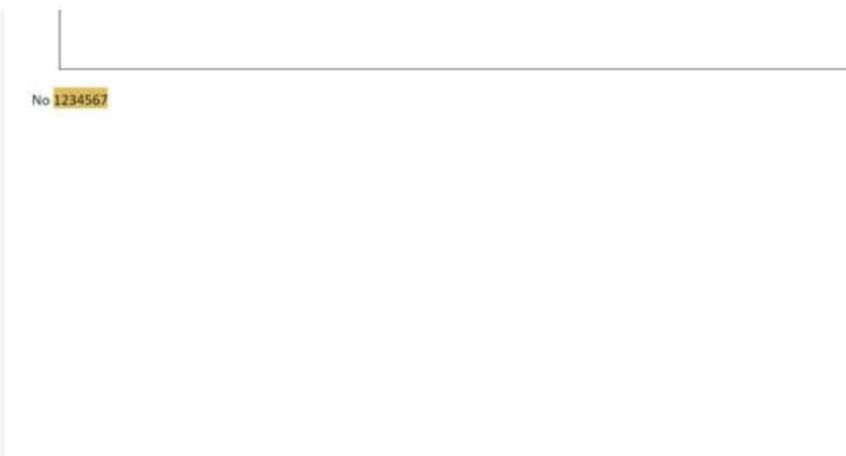
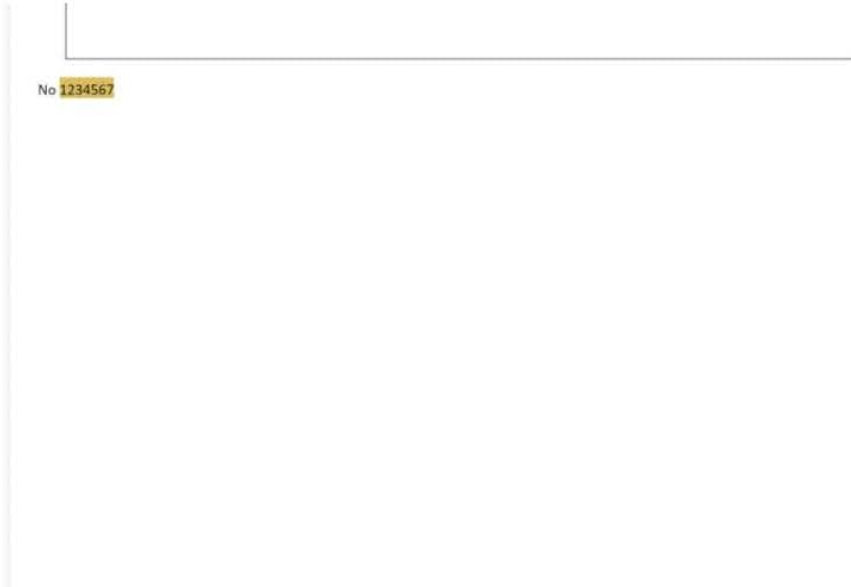
-  Save to Keep

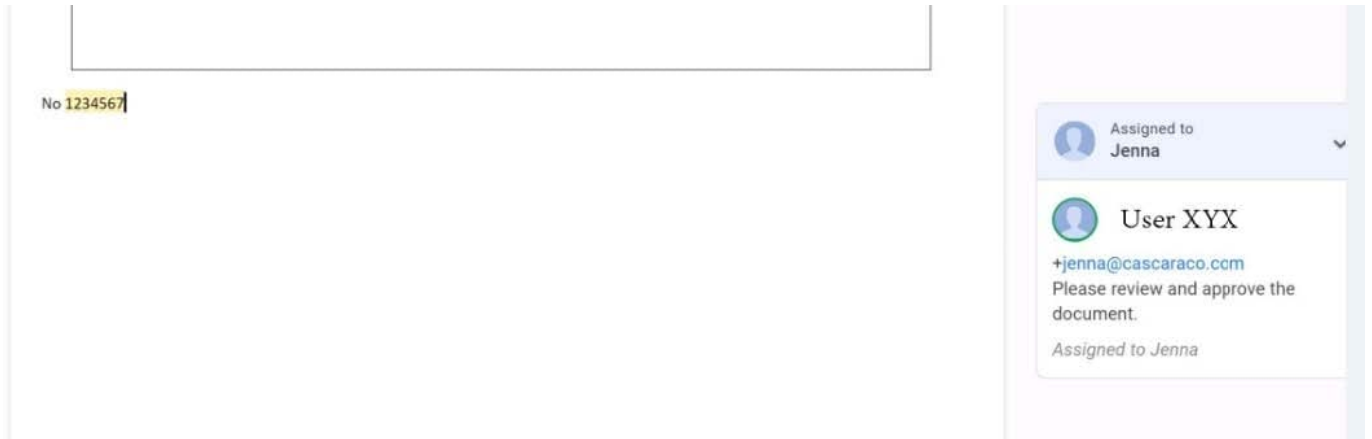
-  Link Ctrl+K

- Column break

- Select all matching text
- Update 'Normal text' to match
-  Clear formatting Ctrl+\





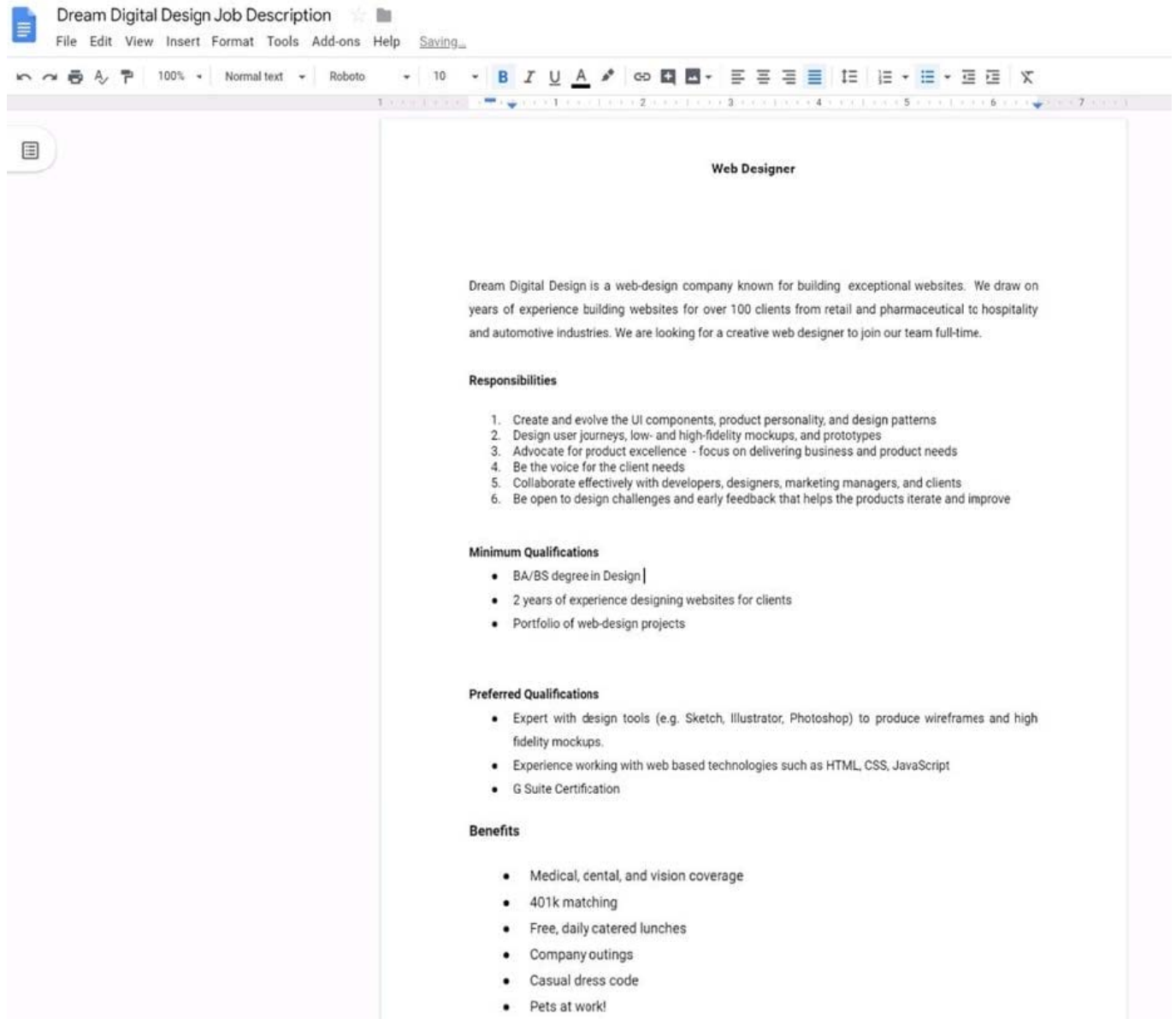


QUESTION 10

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:** Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Wrapping, Paragraph Styles, Font Size, Zoom, Print, Refresh, Help
- Outline:**
 - Web Designer
 - Responsibilities
 - Minimum Qualifications
 - Preferred Qualifications
- Main Content:**
 - 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
 - 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**
- Jetster
- 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 for a document titled "Dream Digital Design Job Description". The document content is as follows:

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

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