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QUESTION NO: 1 - (SIMULATION)**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)

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: • 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: Transport charges	Sender	Recipient

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

ANSWER: See explanation below.

QUESTION NO: 2

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 type 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

ANSWER: B

Explanation:

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

QUESTION NO: 3

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

ANSWER: B

Explanation:

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

QUESTION NO: 4

A new customer asks you to send a Google Docs document to them as a Microsoft Word document. From the File menu of your Google Docs document, what action should you take?

- A. Click Email as attachment, and then select Microsoft Word (.docx)
- B. Click Download as, click Plain Text (.txt), and send them an email with this file attached
- C. Click Share, enter the customer's email address, and share the document
- D. Click Make a Copy. Rename the document with a .docx extension, save it to "My Drive" and share the document with them

ANSWER: B

Explanation:

Reference: <https://www.maketecheasier.com/convert-google-docs-to-word/>

QUESTION NO: 5 - (SIMULATION)

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 fields:

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: • 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: Transport charges	Sender	Recipient

In the cell titled 7 Item name, change the bulleted list to a numbered list.

ANSWER: See explanation below.

QUESTION NO: 6

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.

ANSWER: A

Explanation:

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

QUESTION NO: 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

ANSWER: A B

Explanation:

Reference: <https://zapier.com/blog/google-hangouts-video-calls-guide/>