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Exam : GSuite

Title : G Suite Certification

Version : DEMO

1. Your Team Drive has over 7,000 images and PDF files. For a meeting you have in 10 minutes, your manager asks you for all the JPG and PDF marketing flyer files the company has created. You need to find these files before your meeting.

What should you do?

- A. Search www.google.com for marketing flyer JPG OR PDF
- B. Type marketing flyer JPG OR PDF in the Drive search bar
- C. Search the bookmarks in your Google Chrome browser
- D. Sort all the files in "Team Drive" alphabetically

Answer: B

Explanation:

Reference: <https://gsuitetips.com/tips/drive/advanced-searches-on-google-drive/>

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/>

3. CORRECT TEXT

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.

The screenshot shows a Microsoft Word document titled "New Summer Sales Discount" with a ribbon menu at the top. The document content is a promotional email for "Cuppa Coffee Company". It features a green header bar, the company name in a large green font, and a "Summer Discount: upto 25% off new orders!" announcement. Below this is a "Details:" section with a numbered list of three items: 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!. To the right of the list is an image of a white coffee cup on a saucer surrounded by coffee beans. Below the list is a "Sales Contacts:" section with the text "Reach out to your sales contacts to place your order today!" and two contact names with email addresses: Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com) and Ingrid Sikma (ingrid.sikma@cuppacoffeecompany.com). The document ends with an orange footer bar.

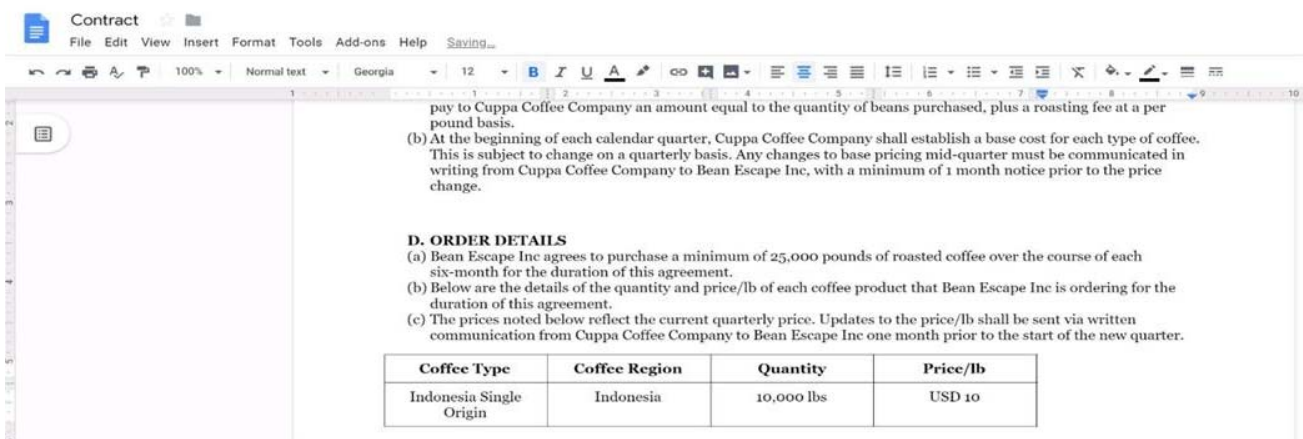
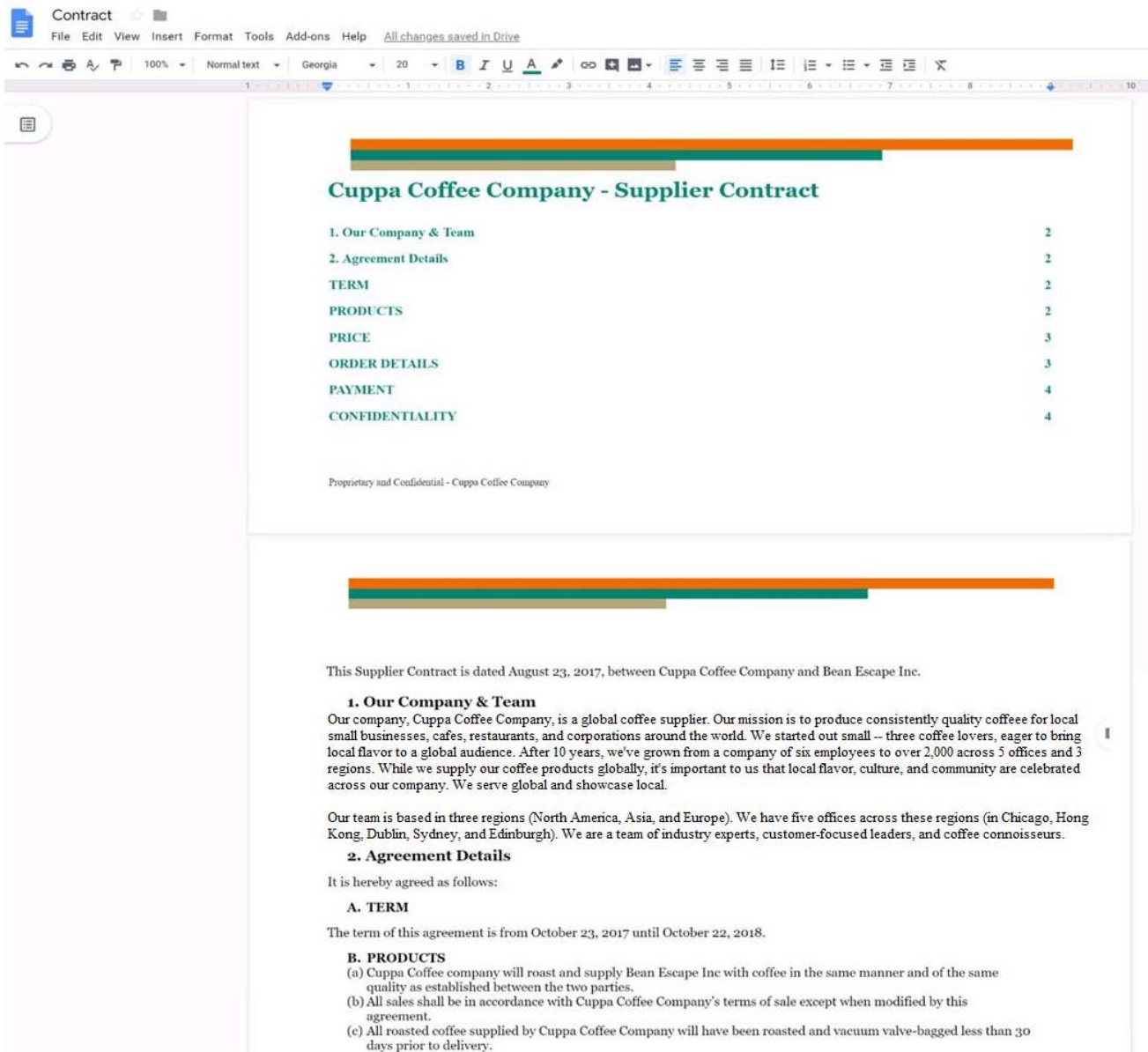
You want to get feedback from two people on your team. In the New Summer Sales Discount document, give comment access to Sunanda Vaideesh and Jennifer Tollar.

Answer: See explanation below.

4.CORRECT TEXT

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.



You want to add a table of contents to the Contract document that automatically updates when changes are made to the different section headers. Add a table of contents with page numbers to the beginning of the contract documents, directly under the title header Cuppa Coffee Company – Supplier Contract.

Answer: See explanation below.

5.CORRECT TEXT

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.

Employee Shift Schedule for Kelvin Cars

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Default (Ari... 10 B I A

=SUM()

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Weekly Employee Shift Schedule																		
2																			
3		Week No. 28																	
4																			
5		Shift 1 8 am - 4 pm																	
6		Shift 2 4 pm - 12 am																	
7		Shift 3 12 am - 8 am																	
8																			
9	Employee Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
10	Adyson Y.	Exterior								X			X				X		10
11	Alina L.	Engine				X			X			X			X			X	14
12	Ashanti M.	Engine			X					X			X						18
13	Cecilia B.	Exhaust			X			X		X			X						25
14	Henry B.	Brakes			X	X			X					X			X	X	23
15	Jaider D.	Interior				X			X					X				X	27
16	Kael M.	Exhaust				X			X			X		X				X	17
17	Kellen L.	Engine		X			X			X			X			X			18
18	Kyan F.	Interior		X			X			X			X						12
19	Liana C.	Brakes			X			X		X			X				X		10
20	Lillianna K.	Interior			X			X		X			X	X			X		11
21	Litzy S.	Exterior				X			X			X			X			X	6
22	Payton P.	Brakes		X			X			X			X			X			23
23	Raven J.	Exhaust		X			X			X			X			X			30
24	Ross M.	Exterior		X			X			X			X			X			22
25																			
26																			
27																			
28																			
29																			
30																			
31																			

Change the fill color of the cells in the Tuesday and Thursday columns to any color of your choosing.

Answer: See explanation below.