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QUESTION 1

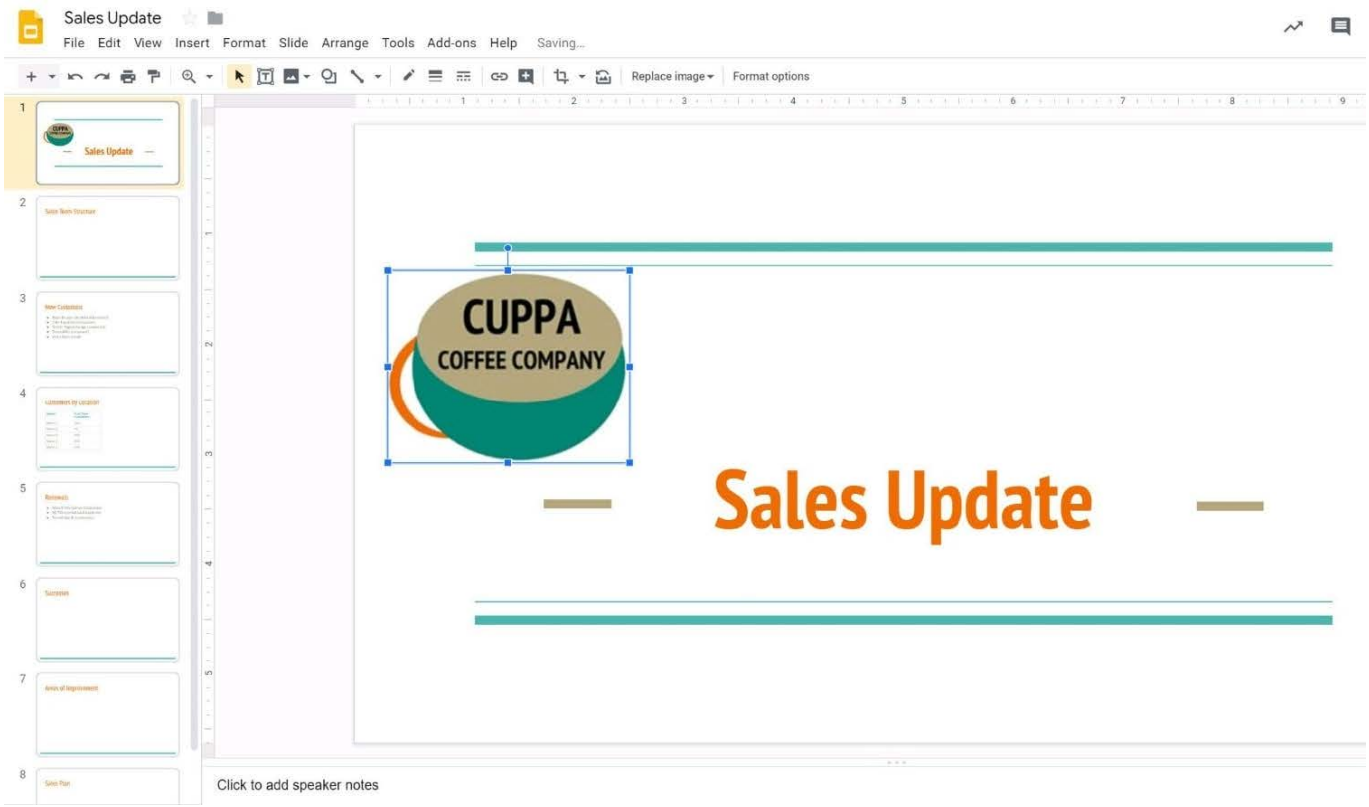
SIMULATION Overview

As the new regional sales manager at Cuppa Coffee Company, your manager has asked you to review, update, and add to two existing Google Slides presentations. In the following questions, you will be editing presentations.

You need to edit an existing presentation before you present an update to your managers. Open the Sales Update presentation and add the Company Logo.jpg image to the first slide. You may place the logo anywhere you like on the slide and leave it any size.

A. See explanation below.

Correct Answer: A

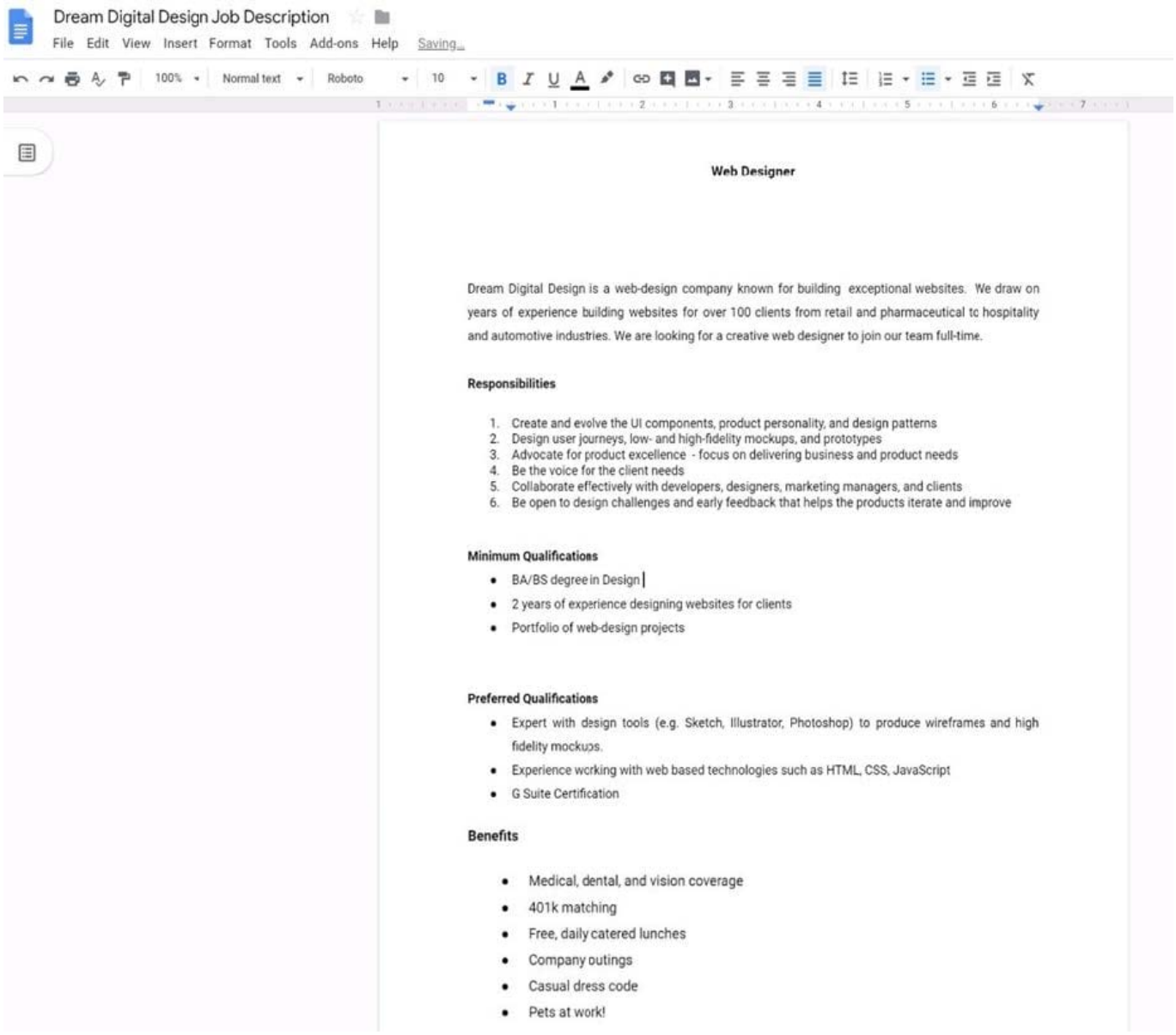


QUESTION 2

SIMULATION

Overview

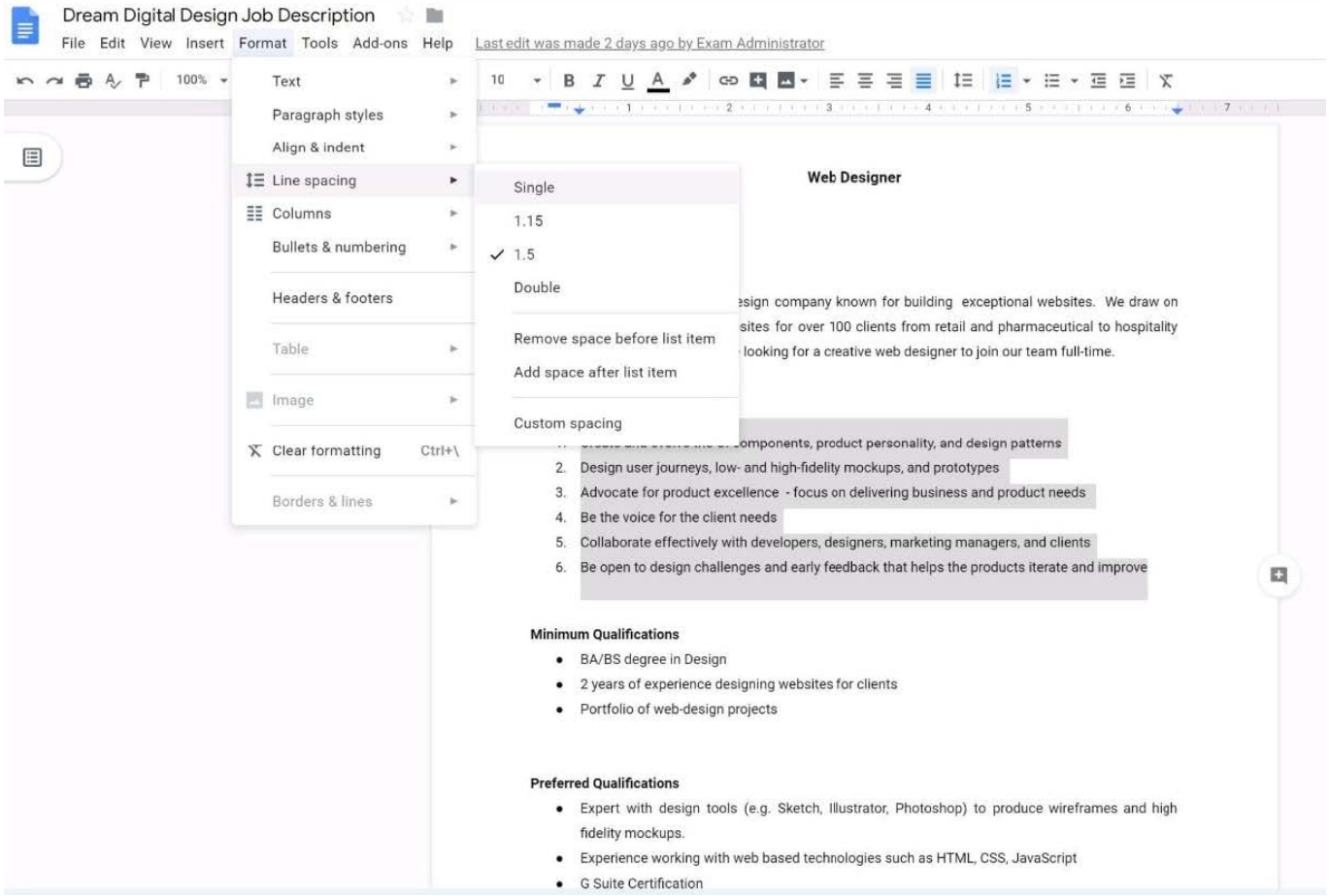
In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the Dream Digital Design Job Description for all the tasks in this scenario.



Change the line spacing of the Dream Digital Design Job Description from 1.5 to single spacing.

A. See explanation below.

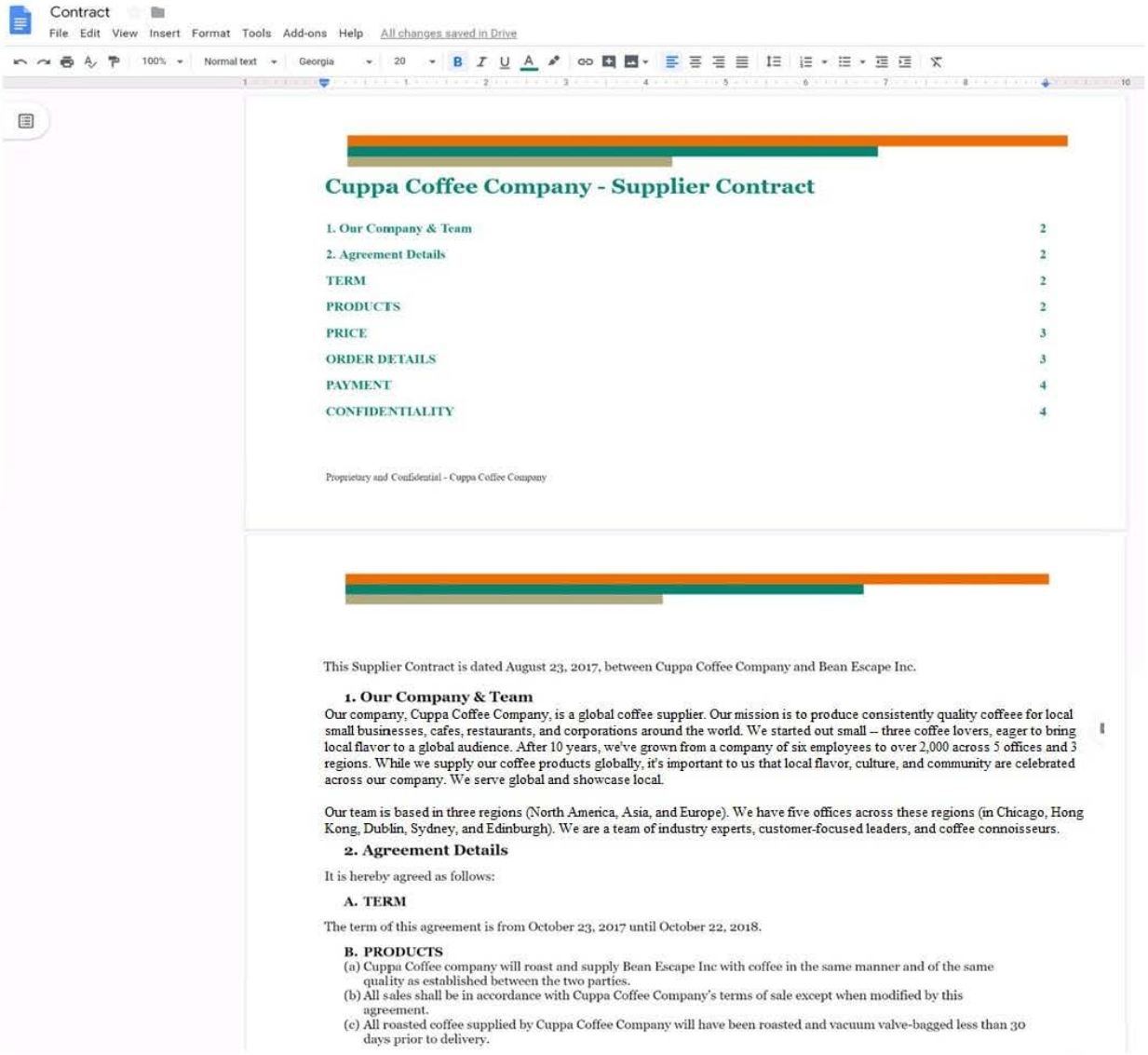
Correct Answer: A



QUESTION 3

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.



Contract

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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

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

1. Our Company & Team

Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffeee for local small businesses, cafes, restaurants, and corporations around the world. We started out small -- three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated across our company. We serve global and showcase local.

Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details

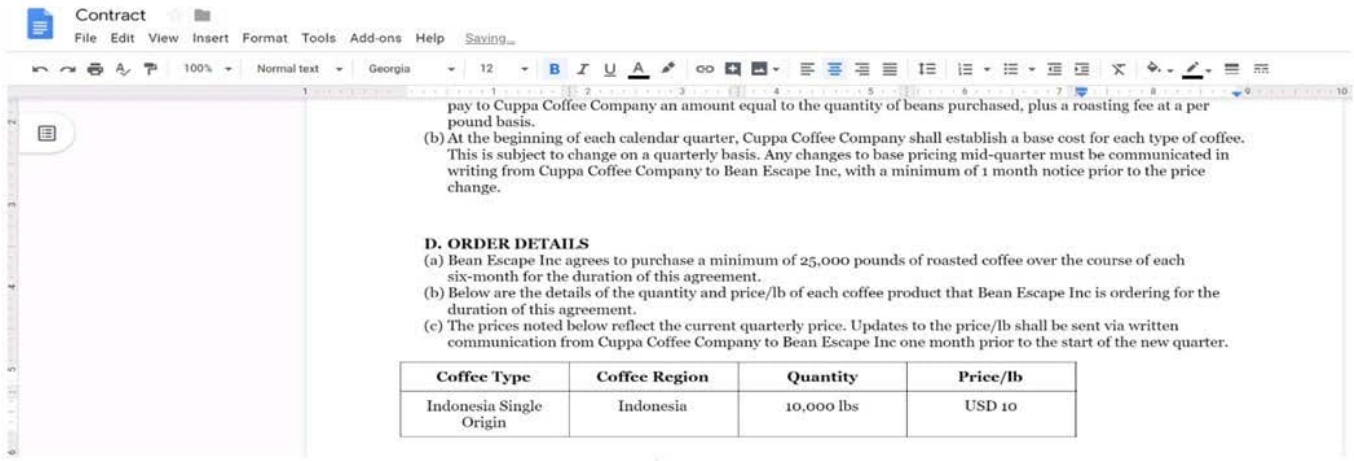
It is hereby agreed as follows:

A. TERM

The term of this agreement is from October 23, 2017 until October 22, 2018.

B. PRODUCTS

(a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the same quality as established between the two parties.
(b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by this agreement.
(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.


Contract

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pay to Cuppa Coffee Company an amount equal to the quantity of beans purchased, plus a roasting fee at a per pound basis.

(b) At the beginning of each calendar quarter, Cuppa Coffee Company shall establish a base cost for each type of coffee. This is subject to change on a quarterly basis. Any changes to base pricing mid-quarter must be communicated in writing from Cuppa Coffee Company to Bean Escape Inc, with a minimum of 1 month notice prior to the price change.

D. ORDER DETAILS

(a) Bean Escape Inc agrees to purchase a minimum of 25,000 pounds of roasted coffee over the course of each six-month for the duration of this agreement.

(b) Below are the details of the quantity and price/lb of each coffee product that Bean Escape Inc is ordering for the duration of this agreement.

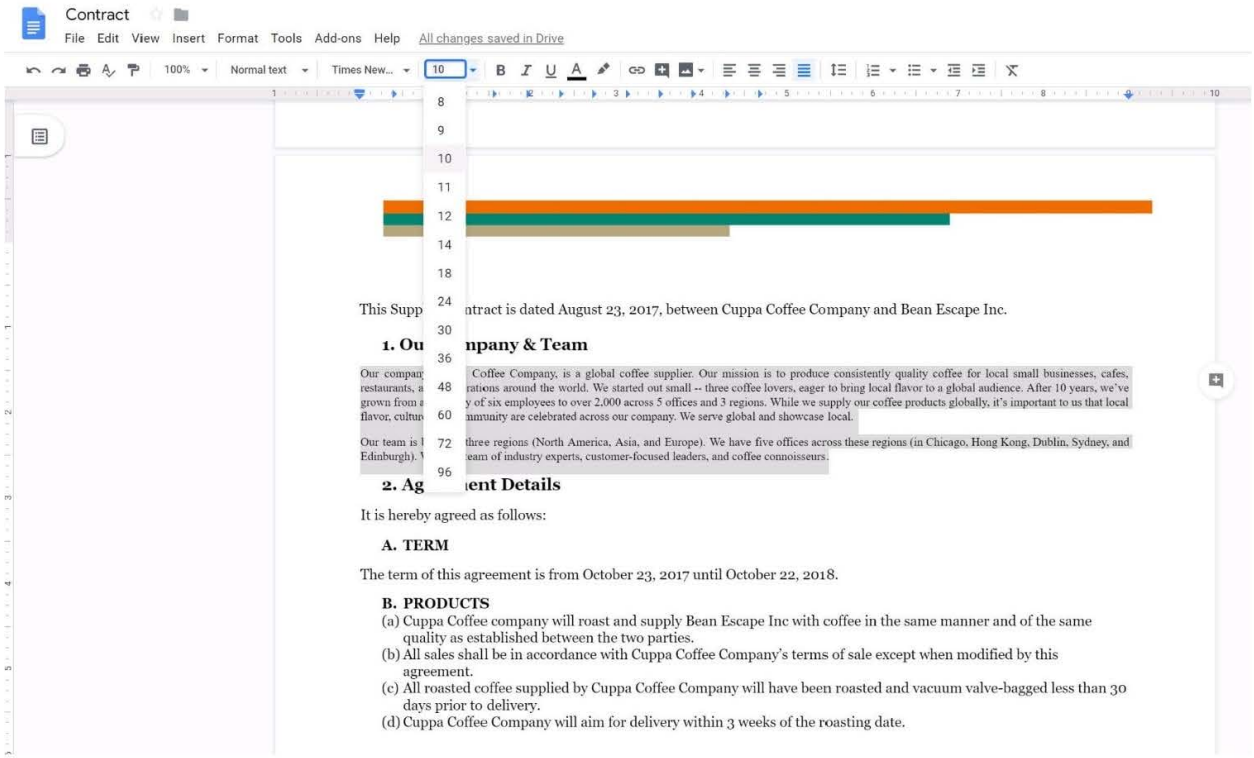
(c) The prices noted below reflect the current quarterly price. Updates to the price/lb shall be sent via written communication from Cuppa Coffee Company to Bean Escape Inc one month prior to the start of the new quarter.

Coffee Type	Coffee Region	Quantity	Price/lb
Indonesia Single Origin	Indonesia	10,000 lbs	USD 10

You want the size of the text in each paragraph to be consistent in the Contract document. In section 1, Our Company and Team, change the font size of the paragraph to 12.

A. See explanation below.

Correct Answer: A


Contract
File Edit View Insert Format Tools Add-ons Help All changes saved in Drive
100% Normal text Times New... 10
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This Supp ntract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.
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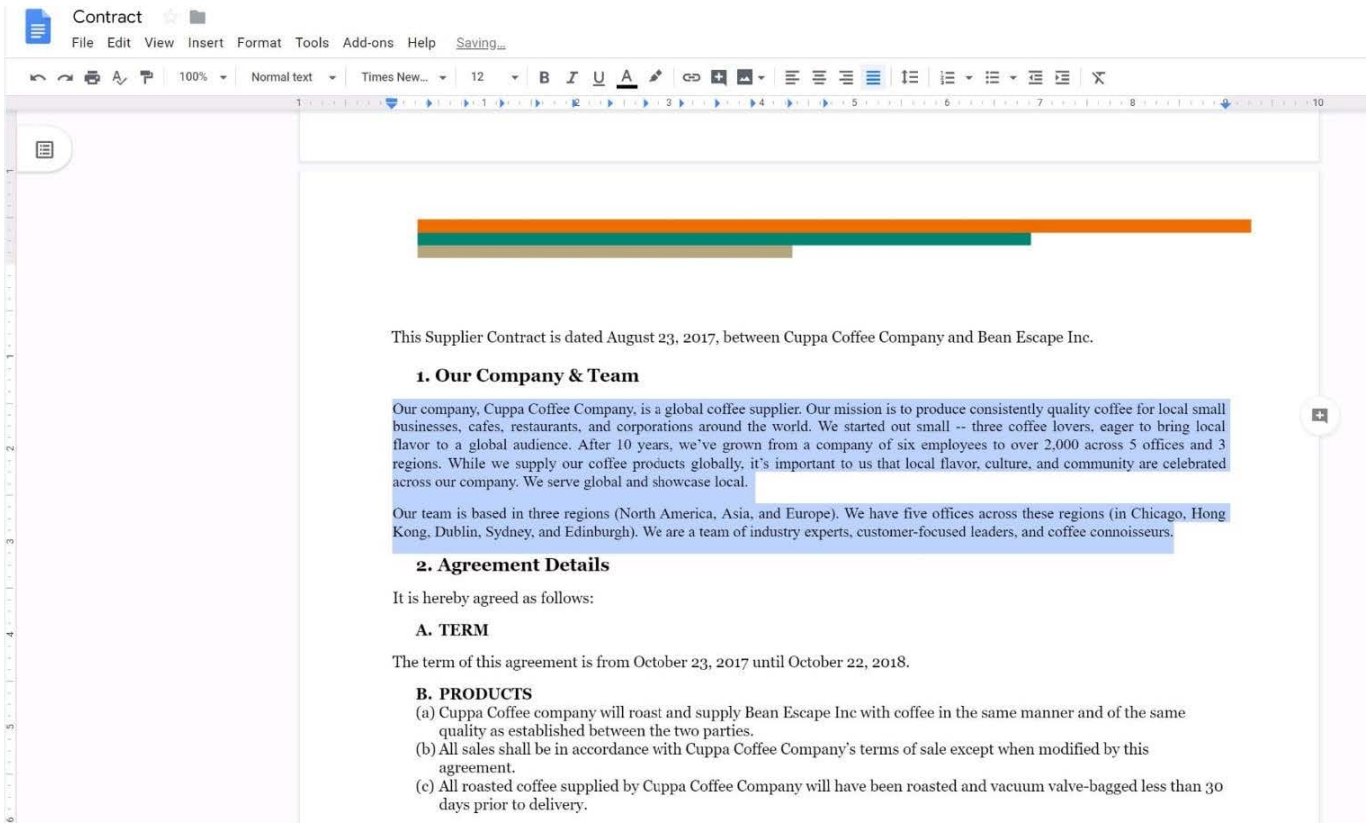
(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.
(d) Cuppa Coffee Company will aim for delivery within 3 weeks of the roasting date.

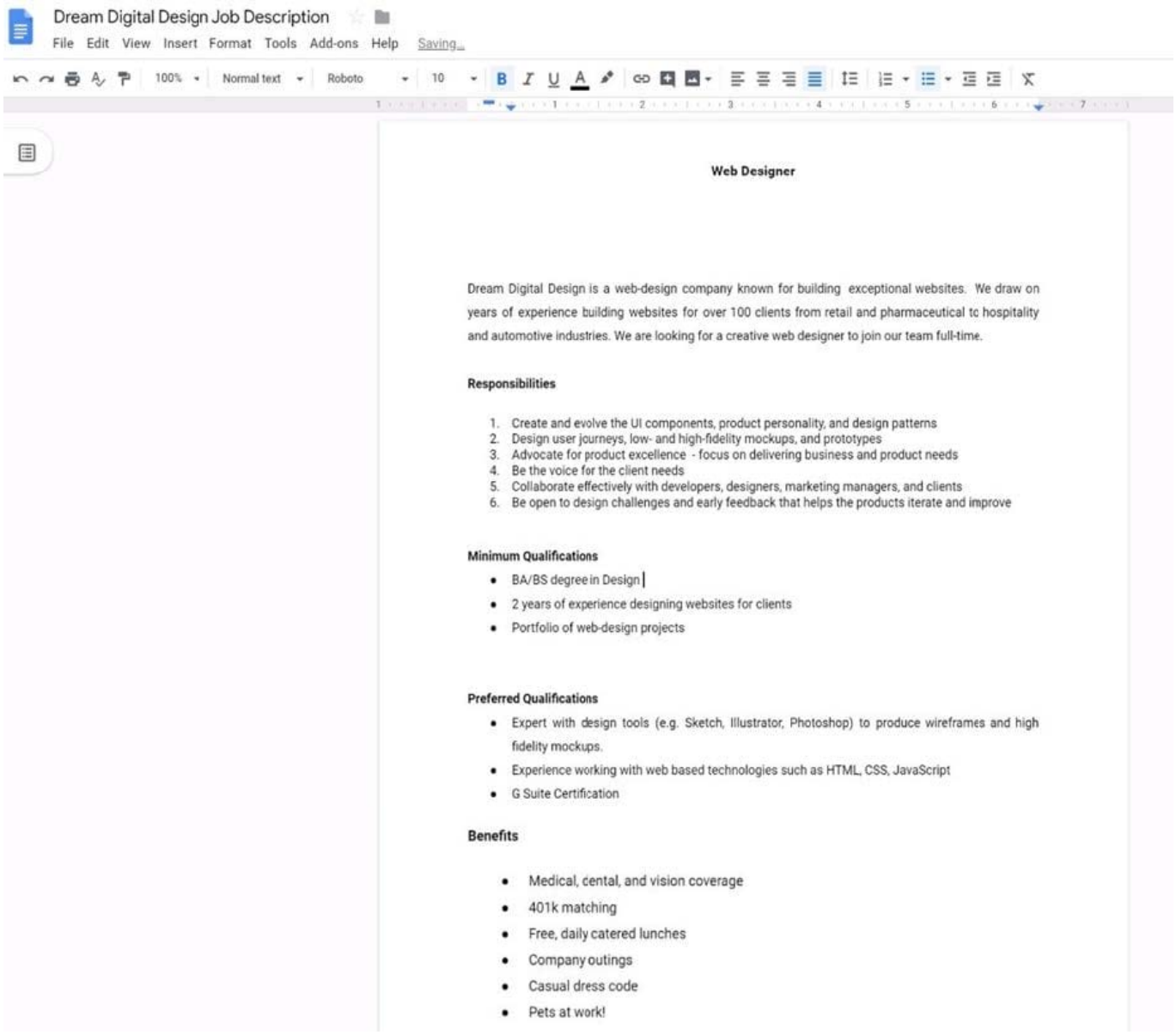


QUESTION 4

SIMULATION

Overview

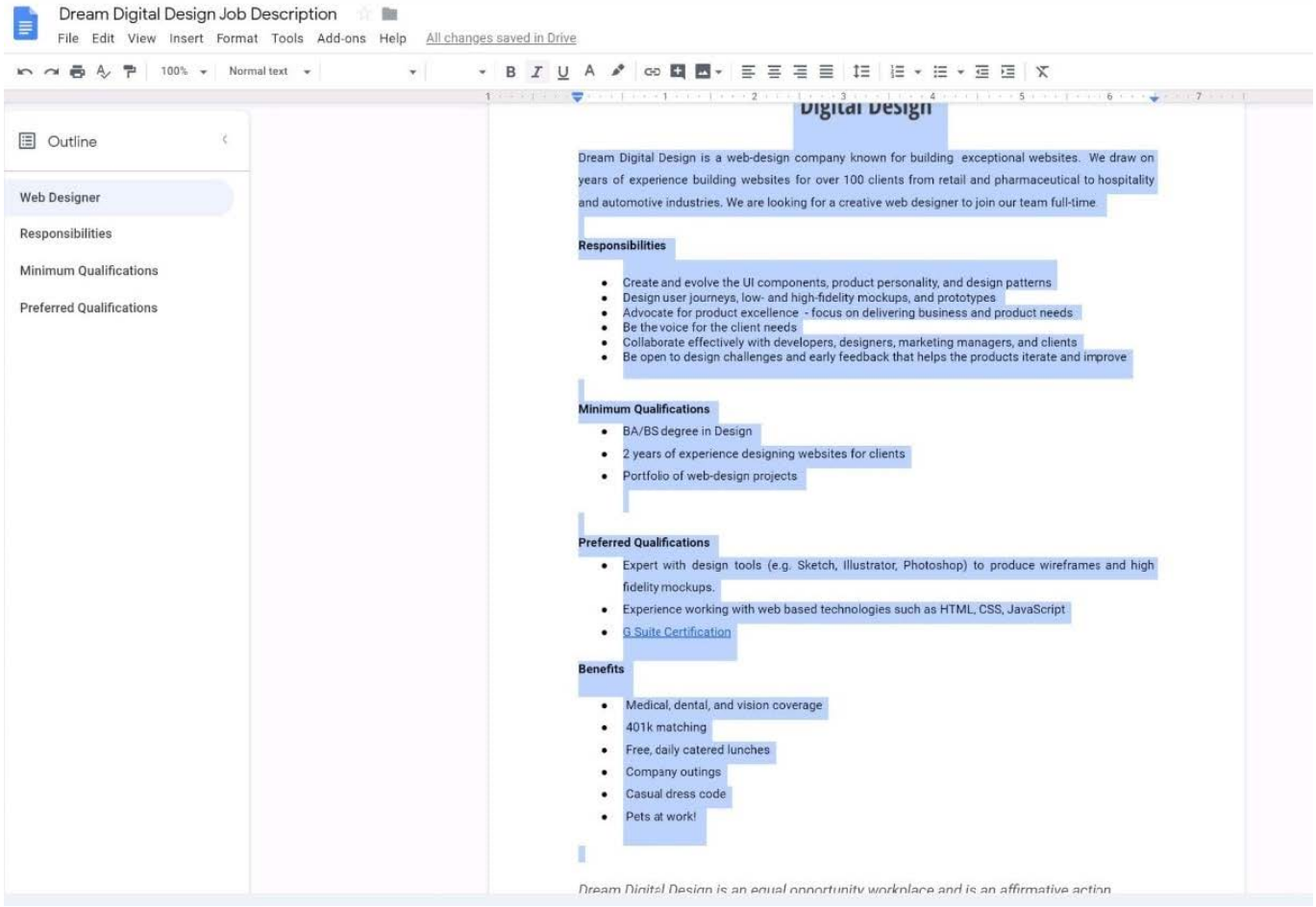
In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design company known for building exceptional websites. You will be editing the job description for the new web designer role that will open shortly. Use the Dream Digital Design Job Description for all the tasks in this scenario.

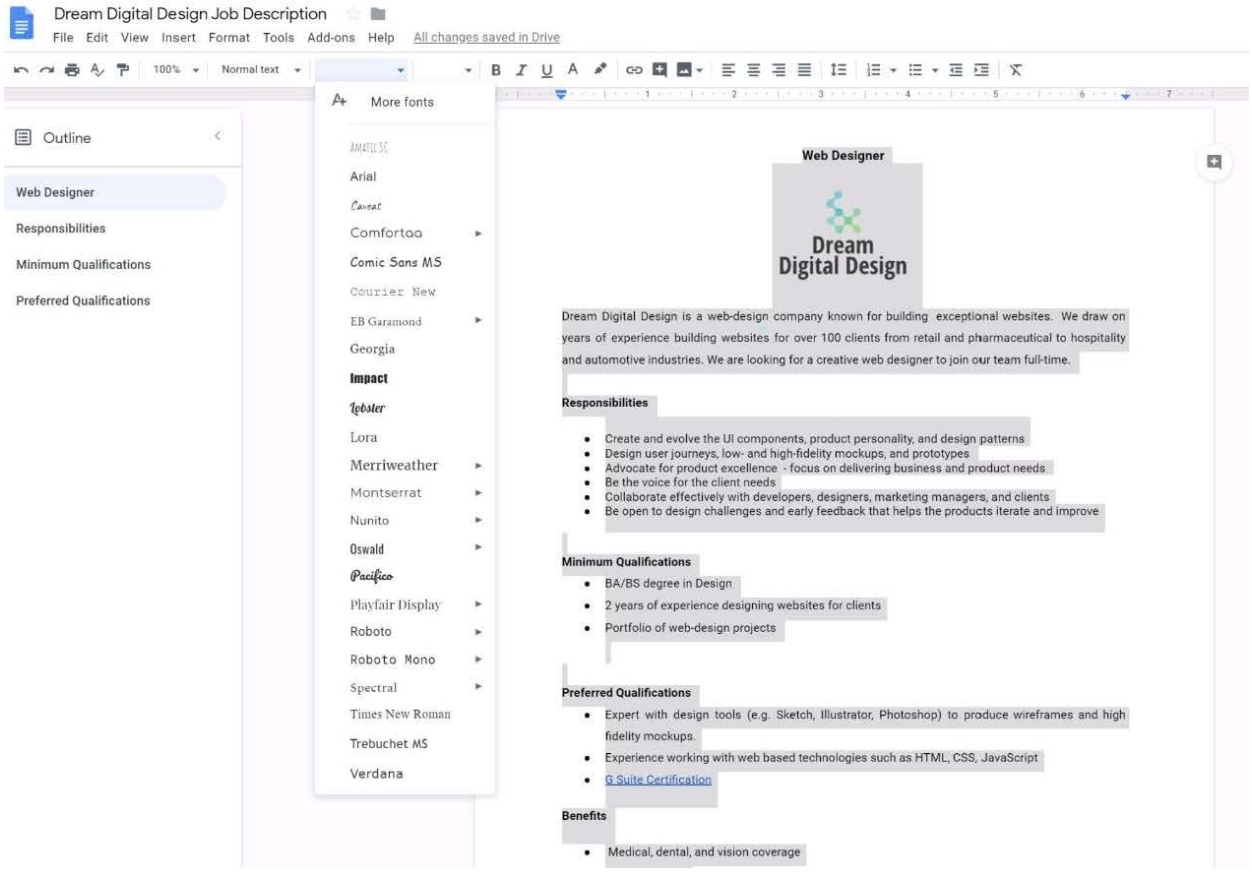


Change the font of all the text in the document to Arial, font size 11.

A. See explanation below.

Correct Answer: A


Dream Digital Design Job Description
File Edit View Insert Format Tools Add-ons Help All changes saved in Drive
Outline
Web Designer
Responsibilities
Minimum Qualifications
Preferred Qualifications
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!
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
Outline
Web Designer
Responsibilities
Minimum Qualifications
Preferred Qualifications
More fonts
Arial
Comfortaa
Comic Sans MS
Courier New
EB Garamond
Georgia
Impact
Lora
Merriweather
Montserrat
Nunito
Oswald
Playfair Display
Roboto
Roboto Mono
Spectral
Times New Roman
Trebuchet MS
Verdana
Web Designer
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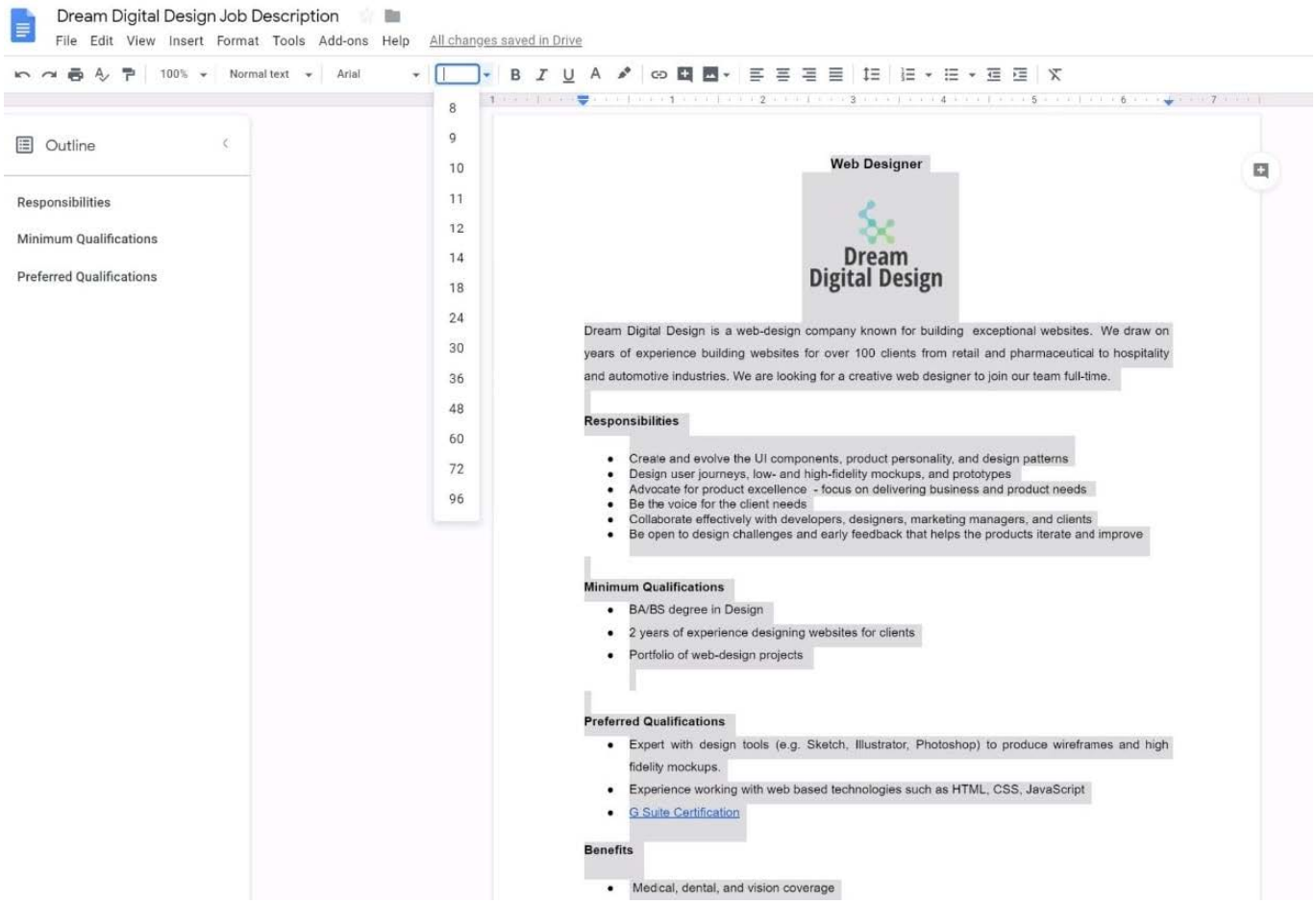
Experience working with web based technologies such as HTML, CSS, JavaScript
G Suite Certification
Benefits
Medical, dental, and vision coverage



QUESTION 5

You want to link to your Google Slides presentation from the company\\'s website. The web developer has asked you to provide a hyperlink that will start the slideshow as soon as the user clicks the link. What should you do?

A. Click Insert and then click Link

B. Click File, click Download as, and then click Microsoft PowerPoint (.pptx)

C. Click Share and then click Get shareable link

D. Click File, click Publish to the web, click Link, and then click Publish

Correct Answer: C

Reference: https://business.tutsplus.com/tutorials/embed-google-slides-presentations-online--cms-29503

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