



GSUITE^{Q&As}

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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.

Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

You want to show the percentage of new customers by location. Open the Sales Update presentation. On the Customers by Location slide, add a pie chart using the data below.

Data:

Region 1:25%

Region 2:5%

Region 3:20%

Region 4:20%

Region 5:30%

A. See explanation below.

Correct Answer: A



Sales Update

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Customers by Location

Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

Points scored

Team 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

Sales Update

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Customers by Location

Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

Points scored

Team 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

Click to add speaker notes

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.

Web Designer

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

1. Create and evolve the UI components, product personality, and design patterns.
2. Design user journeys, low- and high-fidelity mockups, and prototypes
3. Advocate for product excellence - focus on delivering business and product needs
4. Be the voice for the client needs
5. Collaborate effectively with developers, designers, marketing managers, and clients
6. 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!

Change the page color to any color other than white.

A. See explanation below.

Correct Answer: A

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)

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1 Sender (name and address)

2 Recipient (name and address)

3 Recipient's destination details
Place
Country
Date
Arrival time Departure time

4 Sender instructions

5 Carrier (name and address)

6 Carrier notes for transporting goods

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

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 4

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.



Employee Shift Schedule for Kelvin Cars

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=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		Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	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	Jaiden 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.

A. See explanation below.

Correct Answer: A

QUESTION 5



Employee Shift Schedule for Kelvin Cars

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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.



Employee Shift Schedule for Kelvin Cars

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

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=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		Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	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	Jaiden 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																			

In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

A. See explanation below.

Correct Answer: A



Employee Shift Schedule for Kelvin Cars																		
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fx =SUM()																		
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	=SUM()															
11	Alina L.	Engine	SUM(value1, [value2, ...])															
12	Ashanti M.	Engine	Example															
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)															
14	Henry B.	Brakes	Summary															
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.															
16	Kael M.	Exhaust	value1															
17	Kellen L.	Engine	The first number or range to add together.															
18	Kyan F.	Interior	value2 - [optional] repeatable															
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.															
20	Lillianna K.	Interior	Learn more about SUM															
21	Litzzy S.	Exterior																
22	Payton P.	Brakes																
23	Raven J.	Exhaust																
24	Ross M.	Exterior																
25																		
26																		
27																		
28																		
29																		
30																		
31																		



Employee Shift Schedule for Kelvin Cars

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=SUM(D10:R10)

	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		Monday	Tuesday	Wednesday	Thursday	Friday	Shifts to date										
10	Adyson Y.	Exterior		Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3
11	Alina L.	Engine																	
12	Ashanti M.	Engine																	
13	Cecilia B.	Exhaust																	
14	Henry B.	Brakes																	
15	Jaiden D.	Interior																	
16	Kael M.	Exhaust																	
17	Kellen L.	Engine																	
18	Kyan F.	Interior																	
19	Liana C.	Brakes																	
20	Lillianna K.	Interior																	
21	Litzy S.	Exterior																	
22	Payton P.	Brakes																	
23	Raven J.	Exhaust																	
24	Ross M.	Exterior																	
25																			
26																			
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28																			
29																			
30																			



Employee Shift Schedule for Kelvin Cars

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fx

=SUM(S24)

	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				Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date	
9	Employee Name	Assignment	Total Shifts	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3		
10	Adyson Y.	Exterior	10								X			X			X		10	
11	Alina L.	Engine	14			X			X			X			X			X	14	
12	Ashanti M.	Engine	18		X						X			X					18	
13	Cecilia B.	Exhaust	25		X			X			X			X					25	
14	Henry B.	Brakes	23		X	X			X						X		X	X	23	
15	Jaiden D.	Interior	27			X			X						X			X	27	
16	Kael M.	Exhaust	17			X			X			X			X			X	17	
17	Kellen L.	Engine	18	X			X			X			X			X			18	
18	Kyan F.	Interior	12	X			X			X			X						12	
19	Liana C.	Brakes	10		X			X			X			X			X		10	
20	Lillianna K.	Interior	11		X			X			X		X	X			X		11	
21	Litzy S.	Exterior	6			X			X			X			X			X	6	
22	Payton P.	Brakes	23	X			X			X			X			X			23	
23	Raven J.	Exhaust	30	X			X			X			X			X			30	
24	Ross M.	Exterior	22	X			X			X			X			X			22	
25																				
26																				
27																				
28																				
29																				
30																				

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