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QUESTION 1

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

Correct Answer: B

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

QUESTION 2

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

The screenshot shows a Google Slides presentation with the following content on the 'Customers by Location' slide:

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

The pie chart, titled 'Points scored', has four segments with the following labels and percentages:

- Team 1: 21.8%
- Team 2: 32.7%
- Team 3: 10.9%
- Team 4: 34.5%



Sales Update

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

Replace image Format options

1 Sales Update

2 Sales New Products

3 New Customers

4 Customers by Location

5 Reviews

6 Services

7 Sales of Repurchases

8 Sales Plan

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 4 34.5%

Team 3 10.9%

Team 2 32.7%

Unlink

Open source

Linked objects

Click to add speaker notes

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)

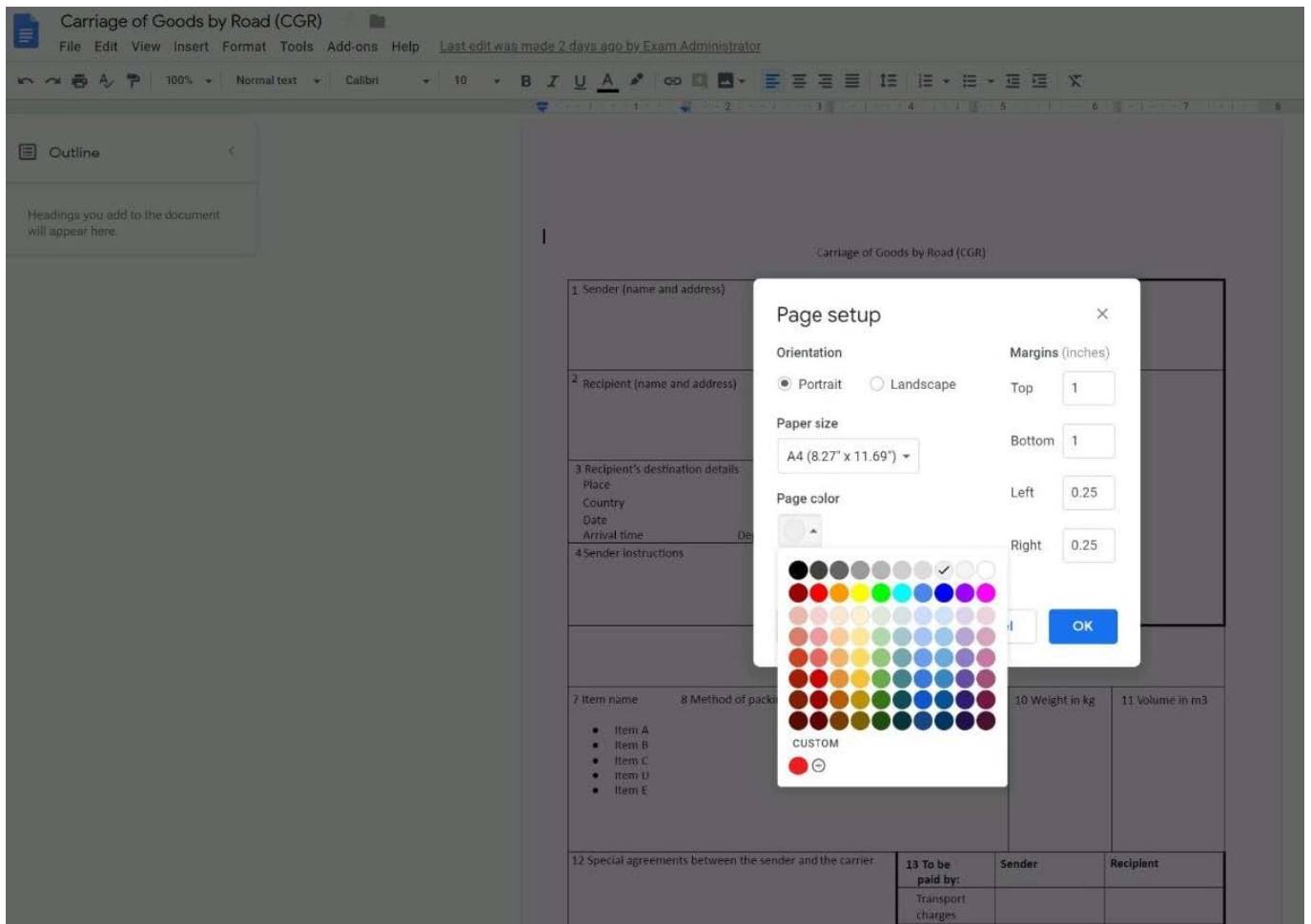
1 Sender (name and address)		5 Carrier (name and address)			
2 Recipient (name and address)		6 Carrier notes for transporting goods			
3 Recipient's destination details Place Country Date Arrival time Departure time					
4 Sender instructions					
7 Item name	8 Method of packing	9 Nature of goods	10 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	Recipient
			Transport charges		

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 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

B I U A

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		

Increase the font size of the document title, Carriage of Goods by Road (CGR), to 18.

A. See explanation below.

Correct Answer: A



Carriage of Goods by Road (CGR) All changes saved in Drive

File Edit View Insert Format Tools Add-ons Help

100% Normal text Calibri 10

Outline

Headings you add to the document will appear here.

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 <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: Transport charges	Sender	Recipient	



Carriage of Goods by Road (CGR)

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

100% Normal text Calibri 18 B I U A

Outline

Carriage of Goods by Road (CGR)

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:	
			Transport charges	
			Sender	Recipient

QUESTION 5

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

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