

GSUITE^{Q&As}

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QUESTION 1

Your manager is working from a different office today during your regularly scheduled weekly meeting. You want to schedule a Google Hangouts video call to meet virtually. What should you do?

- A. Within the existing Google Calendar event for your meeting, update the location to Virtual and click Save
- B. Within the existing Google Calendar event for your meeting, click Add conferencing, select Hangouts and then click Save
- C. Go to Settings, click Add calendar for video calls, and add your meeting to this calendar
- D. On your Google Calendar landing page, create a new event to schedule a new video meeting

Correct Answer: D

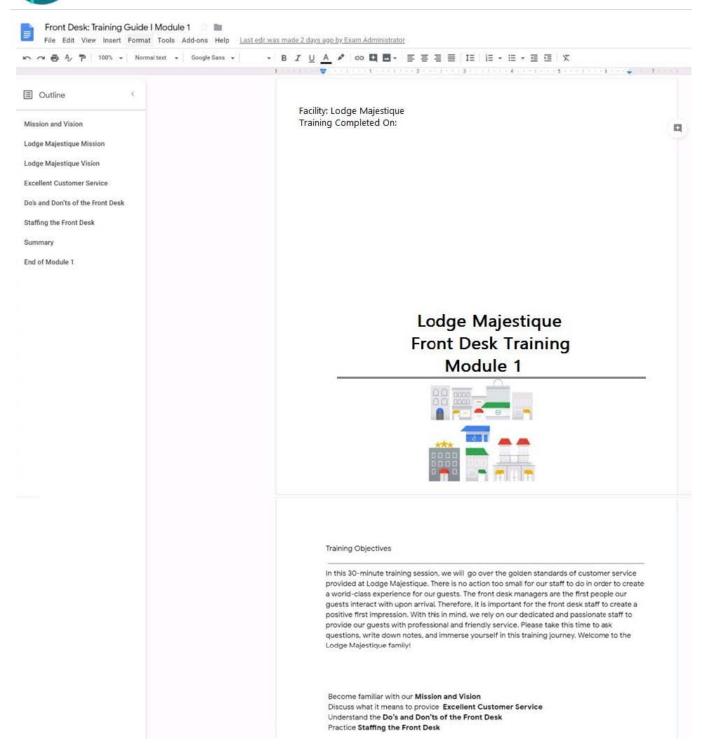
Reference: https://support.google.com/a/users/answer/9300131?hl=en

QUESTION 2

SIMULATION Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.

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On page 2 of the training guide, make the Training Objectives title bold.

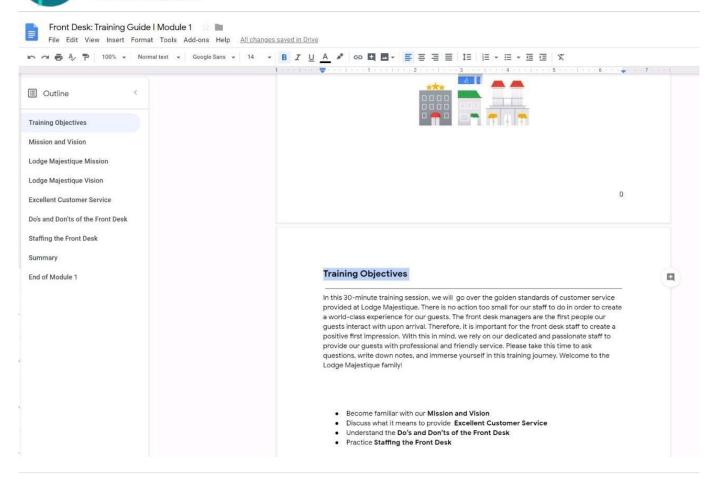
A. See explanation below.

Correct Answer: A

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QUESTION 3

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

QUESTION 4

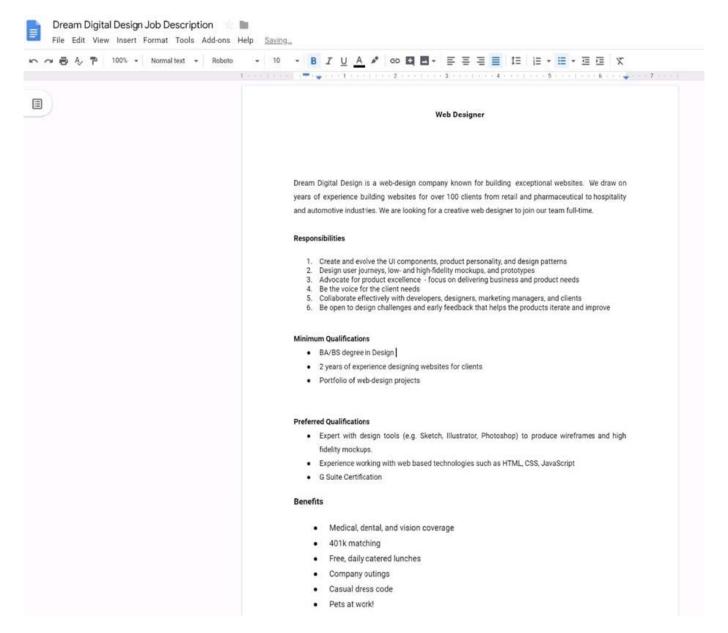
SIMULATION

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Dream Digital Design is a web design

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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.



In the Dream Digital Design Job Description, change the list of responsibilities from a numbered list to a bulleted list.

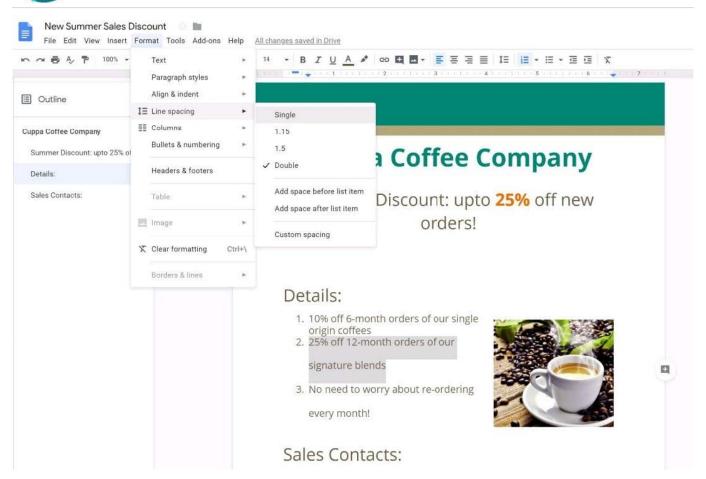
A. See explanation below.

Correct Answer: A

QUESTION 5



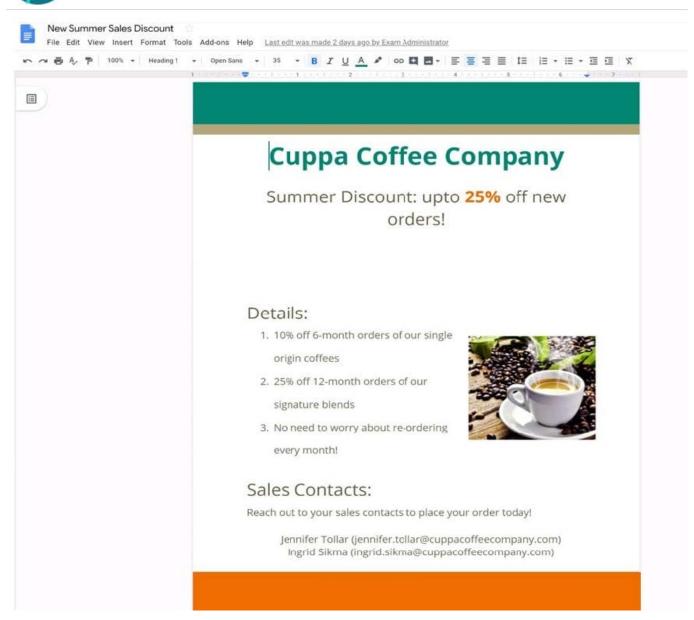
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SIMULATION Overview Your company is offering a new summer discount for its customers. In the following questions, take actions

to update the New Summer Sales Discount that your sale representatives will share with customers.

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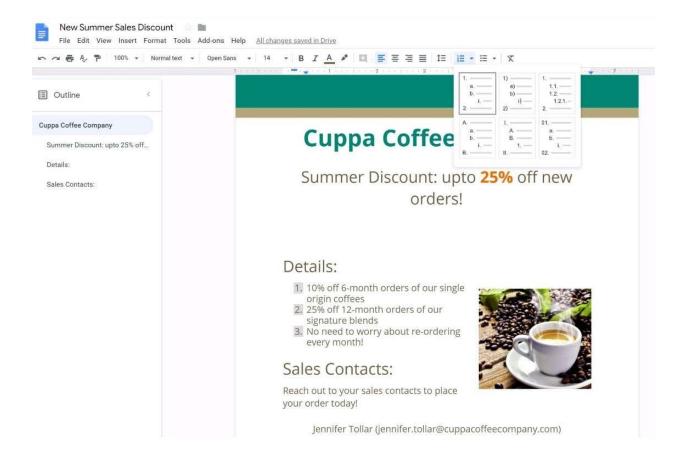


In the New Summer Sales Discount document, go to the Details section and change the numbered list to a bulleted list.

A. See explanation below.

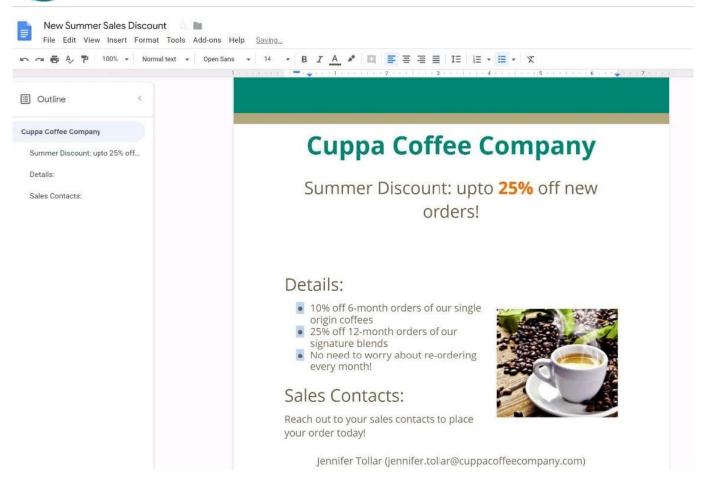
Correct Answer: A

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