



# GSUITE<sup>Q&As</sup>

Google GSuite

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## QUESTION 1

### 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

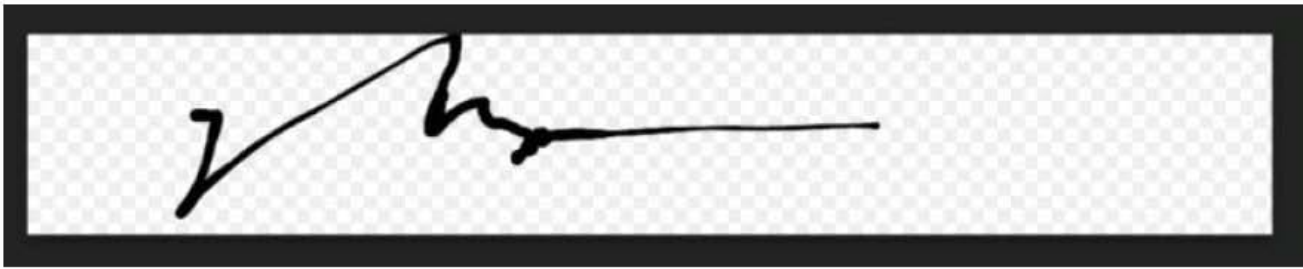
Carriage of Goods by Road (CGR)

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"> <li>• Item A</li> <li>• Item B</li> <li>• Item C</li> <li>• Item D</li> <li>• Item E</li> </ul>				
12 Special agreements between the sender and the carrier			13 To be paid by:	
			Transport charges	
			Sender	Recipient


Insert the electronic signature, carrier\_signature.png, in the cell titled, 17 Signature or stamp of the carrier.

A. See explanation below.

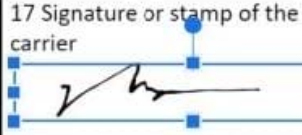

Correct Answer: A



ect, notwithstanding any clause to the contrary, to the Convention on the Contract for the  
ge of Goods by Road (CGR)

		18 Goods received	
		Time of arrival	Time of departure
sender	17 Signature or stamp of the carrier 	Signature or stamp of the recipient	
Carrier			



15 This package is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the International Carriage of Goods by Road (CGR)	
15 Date	18 Goods received Time of arrival      Time of departure
16 Signature or stamp of the sender	17 Signature or stamp of the carrier  
Signature or stamp of the recipient	
Unofficial notes reserved for Carrier	

No 1234567

**QUESTION 2**

A new customer asks you to send a Google Docs document to them as a Microsoft Word document. From the File menu of your Google Docs document, what action should you take?

- A. Click Email as attachment, and then select Microsoft Word (.docx)
- B. Click Download as, click Plain Text (.txt), and send them an email with this file attached
- C. Click Share, enter the customer's email address, and share the document
- D. Click Make a Copy. Rename the document with a .docx extension, save it to "My Drive" and share the document with them

Correct Answer: B

Reference: <https://www.maketecheasier.com/convert-google-docs-to-word/>

**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

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					
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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"> <li>Item A</li> <li>Item B</li> <li>Item C</li> <li>Item D</li> <li>Item E</li> </ul>					
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 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	<b>Weekly Employee Shift Schedule</b>																			
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	<b>Employee Name</b>	<b>Assignment</b>	<b>Total Shifts</b>	<b>Monday</b>			<b>Tuesday</b>			<b>Wednesday</b>			<b>Thursday</b>			<b>Friday</b>			<b>Shifts to date</b>	
10	Ardyson Y.	Exterior									X				X			X		10
11	Alina L.	Engine				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				X	10
20	Lillianna K.	Interior			X			X		X		X	X					X		11
21	Litzzy 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 Employee Shift Schedule for Kelvin Cars, add a border to all the cells in range A10:S24.

A. See explanation below.

Correct Answer: A

**QUESTION 5**



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

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Outline

Headings you add to the document will appear here.

### Carriage of Goods by Road (CGR)

**C A S C A R A**

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"><li>• Item A</li><li>• Item B</li><li>• Item C</li><li>• Item D</li><li>• Item E</li></ul>	8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3

## 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"> <li>• Item A</li> <li>• Item B</li> <li>• Item C</li> <li>• Item D</li> <li>• Item E</li> </ul>						
12 Special agreements between the sender and the carrier				13 To be paid by:	Sender	Recipient
				Transport charges		

Delete the blank row underneath 4 Sender instructions.

A. See explanation below.

Correct Answer: A





Carriage of Goods by Road (CGR) ☆ ■

File Edit View Insert Format Tools Add-ons Help [All changes saved in Drive](#)

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Outline

Headings you add to the document will appear here.

### Carriage of Goods by Road (CGR)

C A S E A R A

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
<ul style="list-style-type: none"> <li>Item A</li> <li>Item B</li> <li>Item C</li> <li>Item D</li> <li>Item E</li> </ul>			

Cut                      Ctrl+X

Copy                    Ctrl+C

Paste                   Ctrl+V

Paste without formatting      Ctrl+Shift+V

Delete

---

Suggest edits

---

Save to Keep

---

Insert row above

Insert row below

Insert column left

Insert column right

---

Delete row

---

Delete column

---

Delete table

---

Unmerge cells

---

Distribute rows

Distribute columns

---

Table properties

---

Select all matching text

Update 'Normal text' to match



Carriage of Goods by Road (CGR) ☆

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

100% Normal text Calibri 10 B I U A

Outline

Headings you add to the document will appear here.

### Carriage of Goods by Road (CGR)

C A S C A R A

1 Sender (name and address)		5 Carrier (name and address)		
2 Recipient (name and address)		6 Carrier notes for transporting goods		
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12 Special agreements between the sender and the carrier		13 To be paid by: Transport charges	Sender	Recipient

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