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QUESTION 1

Dream Digital Design Job Description ☆

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1 2 3 4 5 6 7

Dream 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

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



Dream Digital Design Job Description

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Bulleted list

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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.



Dream Digital Design Job Description

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Web Designer

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- G Suite Certification

Benefits

- Medical, dental, and vision coverage
- 401k matching
- Free, daily catered lunches
- Company outings
- Casual dress code
- Pets at work!

In the Preferred Qualifications, add a link to <https://cloud.google.com/certification/gsuite> to the G Suite Certification text.

A. See explanation below.

Correct Answer: A



Dream Digital Design Job Description

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Responsibilities

- Create and evolve user experiences
- Design user journeys
- Advocate for user needs
- Be the voice for the user
- Collaborate effectively with cross-functional teams
- Be open to design iteration

Minimum Qualifications

- BA/BS degree in Design, HCI, or related field
- 2 years of experience in digital design
- Portfolio of web and mobile design work

Preferred Qualifications

- Expert with design tools (Figma, Sketch, Adobe XD)
- Experience with prototyping and wireframes
- Experience working in a fast-paced environment
- G Suite Certification

Benefits

- Medical, dental, and vision coverage
- 401k matching
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Contextual text from the document:

years of experience building user experiences for startups and automotive industries. We draw on our expertise in user research, prototyping, and development to help our clients create full-time, high-quality user experiences.

ns

needs

clients

rate and improve

wireframes and high

Script

Editing



Dream Digital Design Job Description

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Minimum Qualifications

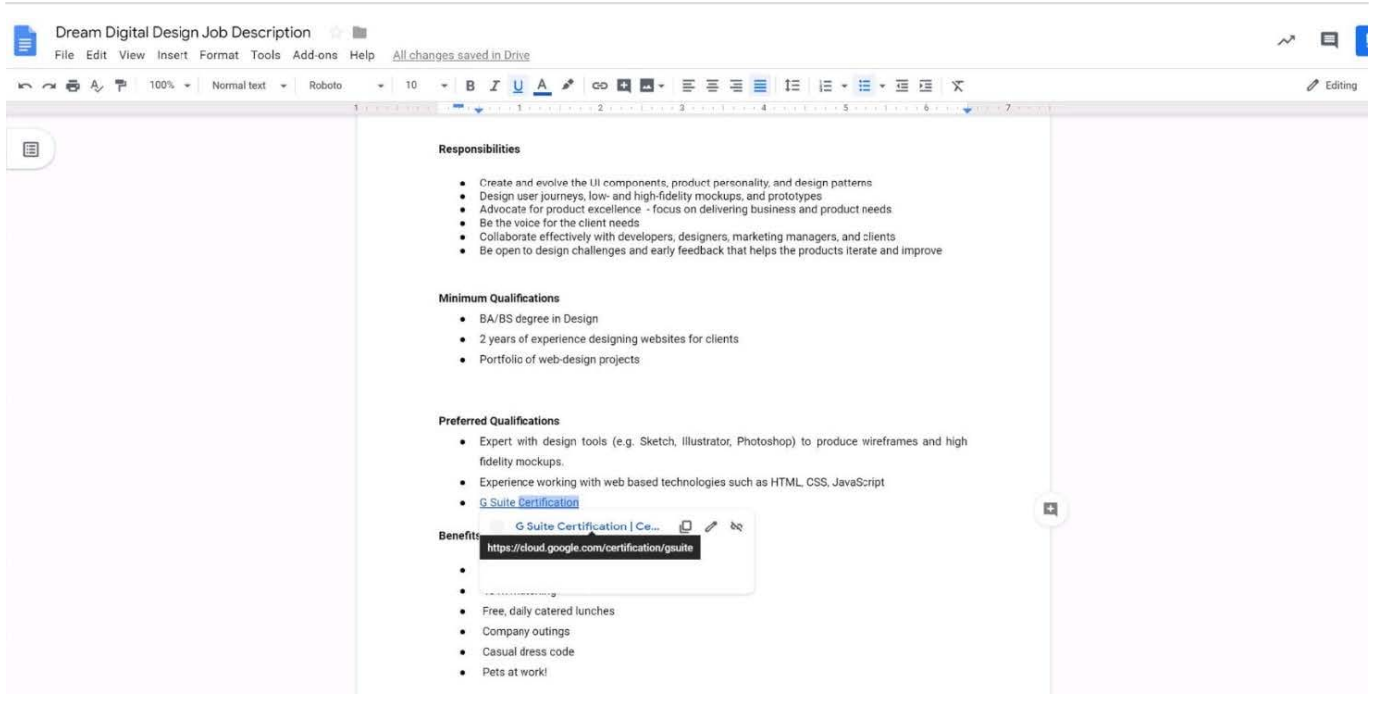
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Benefits

- Text: G Suite Certification
- Link: <https://cloud.google.com/certification/gsuite> Apply
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- Pets at work!



QUESTION 2

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 3

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



QUESTION 4

Your Team Drive has over 7,000 images and PDF files. For a meeting you have in 10 minutes, your manager asks you for all the JPG and PDF marketing flyer files the company has created. You need to find these files before your meeting.

What should you do?

- A. Search www.google.com for marketing flyer JPG OR PDF
- B. Type marketing flyer JPG OR PDF in the Drive search bar
- C. Search the bookmarks in your Google Chrome browser
- D. Sort all the files in "Team Drive" alphabetically

Correct Answer: B

Reference: <https://gsuitetips.com/tips/drive/advanced-searches-on-google-drive/>

QUESTION 5

SIMULATION

Overview

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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

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Outline

- Web Designer
- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

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Dream Digital Design is an equal opportunity workplace and is an affirmative action



Dream Digital Design Job Description

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Outline

- Web Designer
- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

More fonts

- AMATEUR
- Arial
- Courier
- Comfortaa
- Comic Sans MS
- Courier New
- EB Garamond
- Georgia
- Impact
- Jetster
- Lora
- Merriweather
- Montserrat
- Nunito
- Oswald
- Pacifico
- Playfair Display
- Roboto
- Roboto Mono
- Spectral
- Times New Roman
- Trebuchet MS
- Verdana

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Outline

- Responsibilities
- Minimum Qualifications
- Preferred Qualifications

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Web Designer

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