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QUESTION 1

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.

Weekly Employee Shift Schedule																		
Week No. 28																		
Shift 1 8 am - 4 pm																		
Shift 2 4 pm - 12 am																		
Shift 3 12 am - 8 am																		
Employee Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
			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	
Aryson Y.	Exterior								X						X			10
Alina L.	Engine			X				X		X				X				14
Ashanti M.	Engine		X						X				X					18
Cecilia B.	Exhaust		X			X			X				X					25
Henry B.	Brakes		X	X				X					X			X	X	23
Jaiden D.	Interior			X				X					X				X	27
Kael M.	Exhaust			X			X			X			X				X	17
Kellen L.	Engine		X			X			X			X			X			18
Kyan F.	Interior		X			X			X			X						12
Liana C.	Brakes		X			X			X			X			X			10
Lillianna K.	Interior		X			X			X		X	X			X			11
Litzy S.	Exterior			X				X			X			X			X	6
Payton P.	Brakes		X			X			X			X			X			23
Raven J.	Exhaust		X			X			X			X			X			30
Ross M.	Exterior		X			X			X			X			X			22

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 2

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 3

SIMULATION

Overview

You have negotiated a new deal with a customer. You now want to finalize their contract with your company for an annual supply of coffee beans.

The screenshot shows a Google Docs interface with a document titled "Contract". The document content is as follows:

Cuppa Coffee Company - Supplier Contract

1. Our Company & Team	2
2. Agreement Details	2
TERM	2
PRODUCTS	2
PRICE	3
ORDER DETAILS	3
PAYMENT	4
CONFIDENTIALITY	4

Proprietary and Confidential - Cuppa Coffee Company

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

1. Our Company & Team

Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small businesses, cafes, restaurants, and corporations around the world. We started out small – three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated across our company. We serve global and showcase local.

Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details

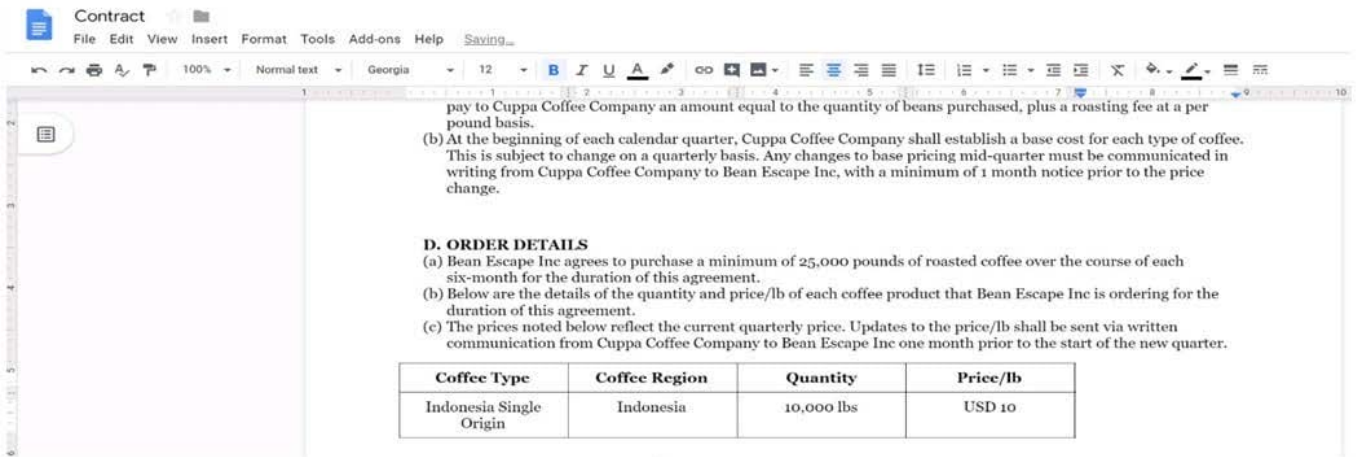
It is hereby agreed as follows:

A. TERM

The term of this agreement is from October 23, 2017 until October 22, 2018.

B. PRODUCTS

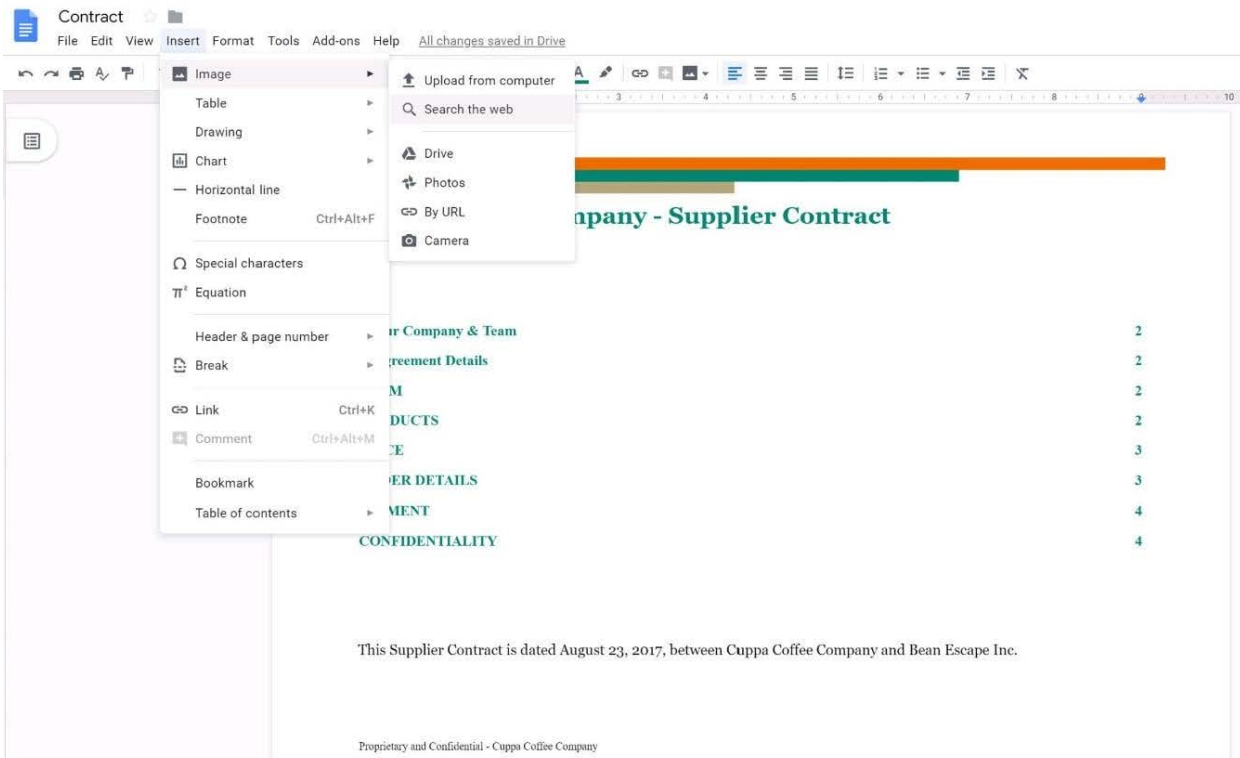
- (a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the same quality as established between the two parties.
- (b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by this agreement.
- (c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.



On the Contract document, you want to add your company logo under the header Cuppa Coffee Company ?Supplier Contract. Insert the Company Logo.jpg image located in your Drive directly under the header. You do not need to align or resize the image.

A. See explanation below.

Correct Answer: A



The screenshot shows a Google Docs interface with a document titled "Contract". The document content includes a header with a decorative bar, the title "Cuppa Coffee Company - Supplier Contract", the Cuppa Coffee Company logo, and a table of contents. The table of contents lists sections and their corresponding page numbers:

1. Our Company & Team	2
2. Agreement Details	2
TERM	2
PRODUCTS	2
PRICE	3
ORDER DETAILS	3
PAYMENT	4
CONFIDENTIALITY	4

At the bottom of the page, it says "Proprietary and Confidential - Cuppa Coffee Company".

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	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	Ardyson Y.	Exterior																	
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	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

SIMULATION Overview You have negotiated a new deal with a customer. You now want to finalize their contract with your

company for an annual supply of coffee beans.

The screenshot shows a Google Docs interface with a document titled "Contract". The document content includes a table of contents and the start of the contract text.

Cuppa Coffee Company - Supplier Contract	
1. Our Company & Team	2
2. Agreement Details	2
TERM	2
PRODUCTS	2
PRICE	3
ORDER DETAILS	3
PAYMENT	4
CONFIDENTIALITY	4

Proprietary and Confidential - Cuppa Coffee Company

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

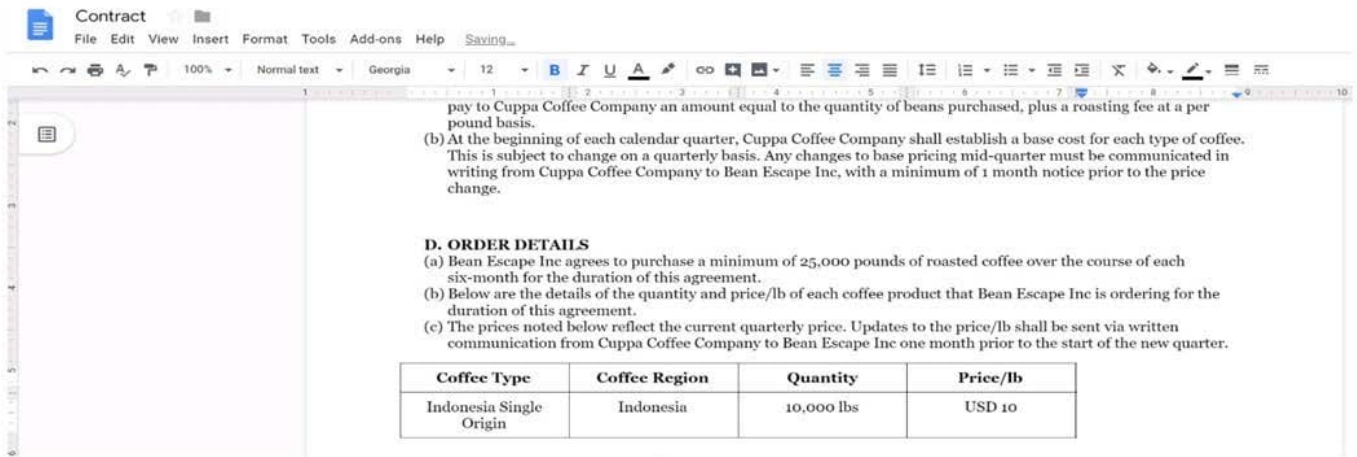
1. Our Company & Team
Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small businesses, cafes, restaurants, and corporations around the world. We started out small – three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated across our company. We serve global and showcase local.

Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details
It is hereby agreed as follows:

A. TERM
The term of this agreement is from October 23, 2017 until October 22, 2018.

B. PRODUCTS
(a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the same quality as established between the two parties.
(b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by this agreement.
(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.



On the Contract document, change the top and bottom margins to 0.5 inches.

A. See explanation below.

Correct Answer: A

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