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QUESTION 1

You have a folder saved locally on your laptop. You need to upload the folder to Google Drive. What should you do?

- A. In Google Drive, click New, and then click File Upload. Select the file you want to upload from your laptop
- B. In Google Drive, click New, and then click Folder. Give a name to the new folder, and then click Create
- C. In Google Drive, navigate to My Drive. Click Upload files and upload the relevant files from your local drive to Google Drive
- D. In Google Drive, click New, and then click Folder Upload. Select a folder you want to upload, and then click Upload

Correct Answer: A

QUESTION 2

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		

In the cell titled 7 Item name, change the bulleted list to a numbered list.

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

100% Normal text Calibri 10 B I U A

Numbered list

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">• 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:		
		Sender	Recipient	
		Transport charges		
		Extra charges		
Customs				
Other charges				

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

Numbered list (Ctrl+Shift+7)

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	8 Method of packing	9 Nature of goods	10 Weight in kg	11 Volume in m3
1. Item A 2. Item B 3. Item C 4. Item D 5. Item E				
12 Special agreements between the sender and the carrier			13 To be paid by:	
			Sender	Recipient
			Transport charges	
			Extra charges	
			Customs	
			Other charges	

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	
1. Item A 2. Item B 3. Item C 4. Item D 5. Item E					
12 Special agreements between the sender and the carrier		13 To be paid by:			
		Sender			Recipient
		Transport charges			
		Extra charges			
		Customs			
Other charges					
14 Cash on delivery					

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
			Transport charges	Recipient

Add a comment and attach it to No 1234567 at the bottom of page 2. Address the comment to jenna@cascaraco.com. The comment should say Please review and approve the document.



A. See explanation below.


Correct Answer: A


No 1234567

-  Cut Ctrl+X
-  Copy Ctrl+C
-  Paste Ctrl+V
-  Paste without formatting Ctrl+Shift+V
- Delete


- Explore '1234567' Ctrl+Alt+Shift+I
- Define '1234567' Ctrl+Shift+Y

-  **Comment** Ctrl+Alt+M
-  Suggest edits

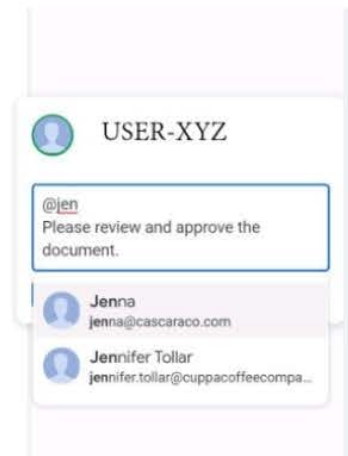
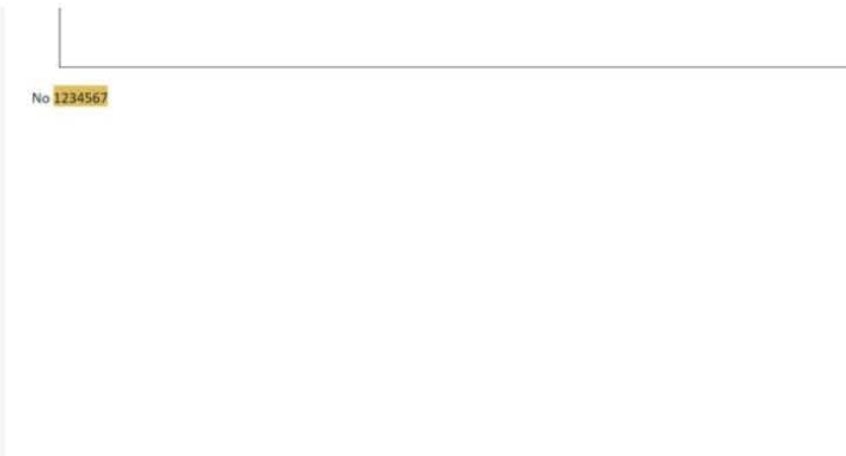
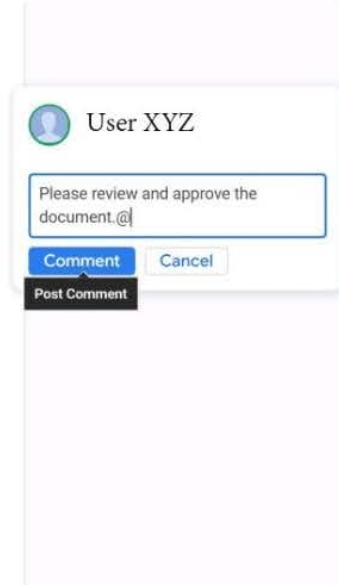
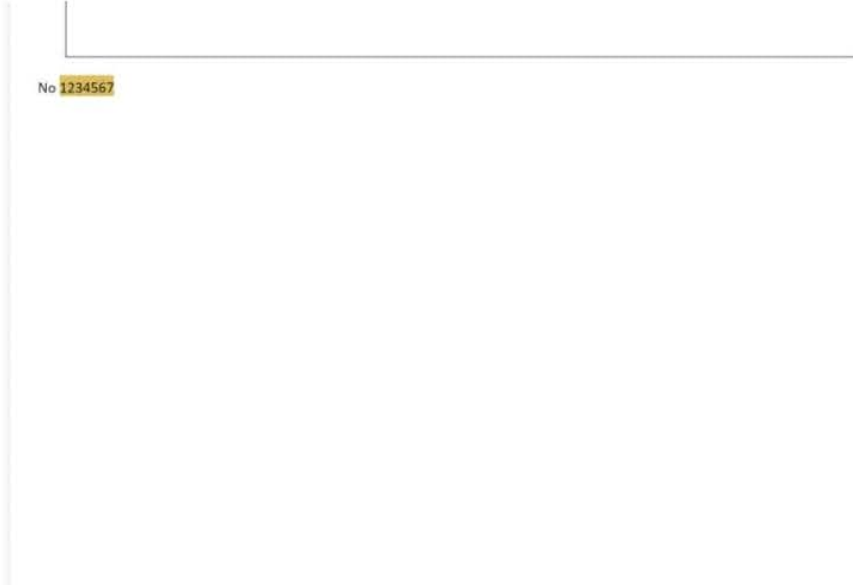
-  Save to Keep

-  Link Ctrl+K

- Column break

- Select all matching text
- Update 'Normal text' to match
-  Clear formatting Ctrl+\





No 1234567

Assigned to
Jenna

User XYX

+jenna@casaraco.com
 Please review and approve the document.

Assigned to Jenna

QUESTION 4

Employee Shift Schedule for Kelvin Cars

All changes saved in Drive

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Default (ArL... 10 B I S A

fx Adyson Y.

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																		
		Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date	
Employee Name	Assignment	Total Shifts	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	
Adyson Y.	Exterior								X				X					10
Alina L.	Engine			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	17
Kellen L.	Engine		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

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		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	10
11	Alina L.	Engine				X				X				X					X
12	Ashanti M.	Engine			X						X			X					
13	Cecilia B.	Exhaust			X			X			X			X					
14	Henry B.	Brakes			X	X			X						X			X	X
15	Jaiden D.	Interior				X			X						X				X
16	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						
19	Liana C.	Brakes			X			X			X			X				X	
20	Lillianna K.	Interior			X			X			X		X	X				X	
21	Litzzy S.	Exterior				X			X			X			X				X
22	Payton P.	Brakes		X			X			X			X				X		
23	Raven J.	Exhaust		X			X			X			X				X		
24	Ross M.	Exterior		X			X			X			X				X		
25																			
26																			
27																			
28																			
29																			
30																			
31																			

In the Total Shifts column, calculate the total number of shifts for each employee. Use a formula to perform the calculations.

A. See explanation below.

Correct Answer: A

Employee Shift Schedule for Kelvin Cars

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

190% \$ % .00 123 Default (Arial) 10 B I U 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																				
9	Employee Name	Assignment	Total Shifts	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	Shifts to date	
10	Adyson Y.	Exterior	=SUM()								X			X			X		X	10
11	Alina L.	Engine	SUM(value1, [value2, ...])				X				X			X					X	14
12	Ashanti M.	Engine	Example							X				X						18
13	Cecilia B.	Exhaust	SUM(A2:A100, 101)							X				X						25
14	Henry B.	Brakes	Summary				X							X			X	X		23
15	Jaiden D.	Interior	Returns the sum of a series of numbers and/or cells.				X							X				X		27
16	Kael M.	Exhaust	value1				X				X			X				X		17
17	Kellen L.	Engine	The first number or range to add together.					X			X			X			X			18
18	Kyan F.	Interior	value2 - [optional] repeatable					X			X			X						12
19	Liana C.	Brakes	Additional numbers or ranges to add to value1.							X				X				X		10
20	Lillianna K.	Interior	Learn more about SUM				X				X			X				X		11
21	Litzzy S.	Exterior				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																				

Employee Shift Schedule for Kelvin Cars

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10 B I S A

=SUM(D10:R10)

	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																			
9	Employee Name	Assignment	Shifts	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	Shifts to date
10	Adyson Y.	Exterior									X			X				X	10
11	Alina L.	Engine							X			X						X	14
12	Ashanti M.	Engine									X			X					18
13	Cecilia B.	Exhaust								X				X					25
14	Henry B.	Brakes							X						X		X	X	23
15	Jaiden D.	Interior							X					X				X	27
16	Kael M.	Exhaust							X		X				X			X	17
17	Kellen L.	Engine								X			X			X			18
18	Kyan F.	Interior							X			X							12
19	Liana C.	Brakes								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						#VALUE!													
26																			
27																			
28																			
29																			
30																			

Employee Shift Schedule for Kelvin Cars

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=SUM(S24)

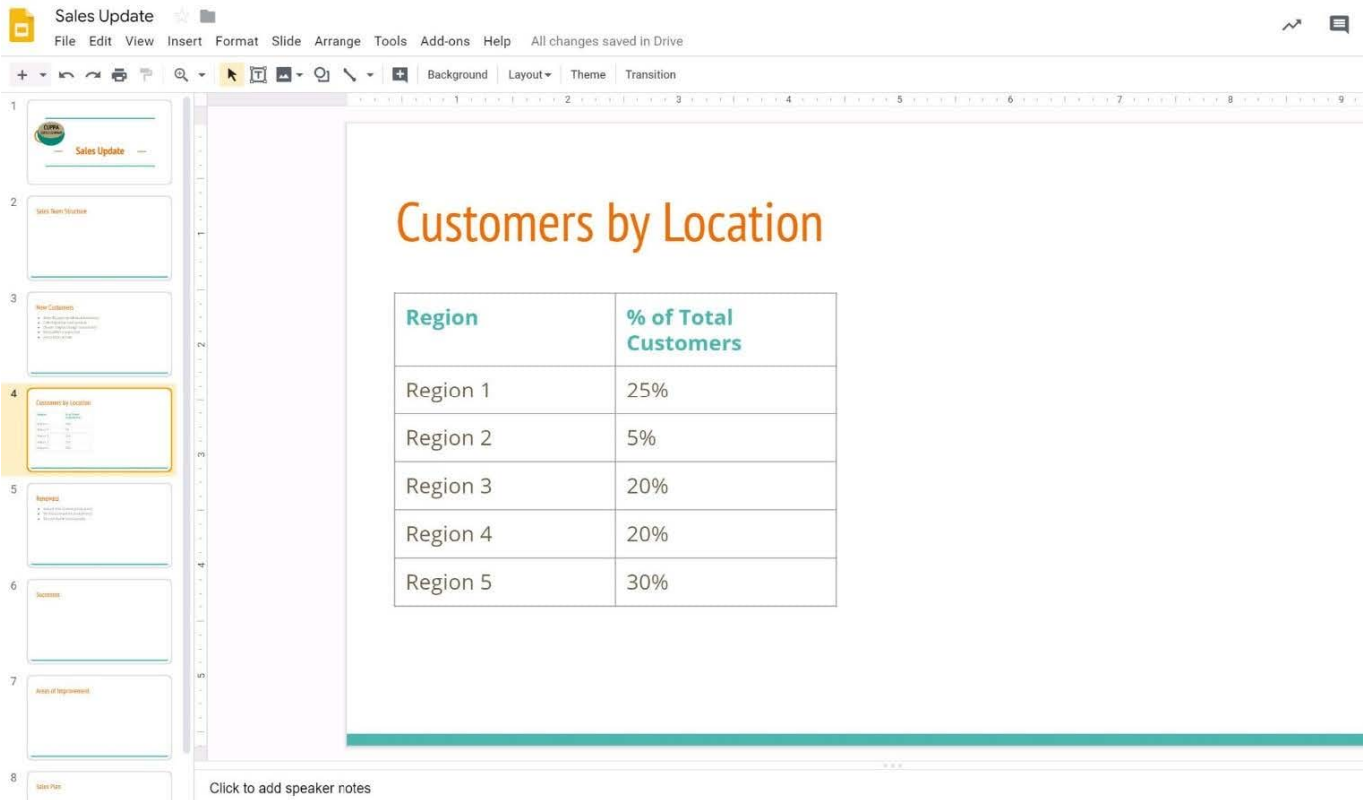
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Weekly Employee Shift Schedule																		
2																			
3	Week No. 28																		
4																			
5	Shift 1 8 am - 4 pm																		
6	Shift 2 4 pm - 12 am																		
7	Shift 3 12 am - 8 am																		
8																			
				Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
9	Employee Name	Assignment	Total Shifts	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	
10	Adyson Y.	Exterior	10							X			X			X			10
11	Alina L.	Engine	14			X			X			X			X			X	14
12	Ashanti M.	Engine	18		X					X				X					18
13	Cecilia B.	Exhaust	25		X			X		X				X					25
14	Henry B.	Brakes	23		X	X			X						X		X	X	23
15	Jaiden D.	Interior	27			X		X						X			X		27
16	Kael M.	Exhaust	17			X		X				X		X			X		17
17	Kellen L.	Engine	18	X			X			X			X			X			18
18	Kyan F.	Interior	12	X			X			X			X						12
19	Liana C.	Brakes	10		X			X			X			X			X		10
20	Lillianna K.	Interior	11		X			X		X			X	X			X		11
21	Litzzy S.	Exterior	6			X			X			X			X			X	6
22	Payton P.	Brakes	23	X			X			X			X			X			23
23	Raven J.	Exhaust	30	X			X			X			X			X			30
24	Ross M.	Exterior	22	X			X			X			X			X			22
25																			
26																			
27																			
28																			
29																			
30																			

QUESTION 5

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.



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

Sales Update

File Edit View Insert Format Slide Arrange Tools Add-ons Help Saving...

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 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

Sales Update

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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 1 21.8%

Team 2 32.7%

Team 3 10.9%

Team 4 34.5%

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