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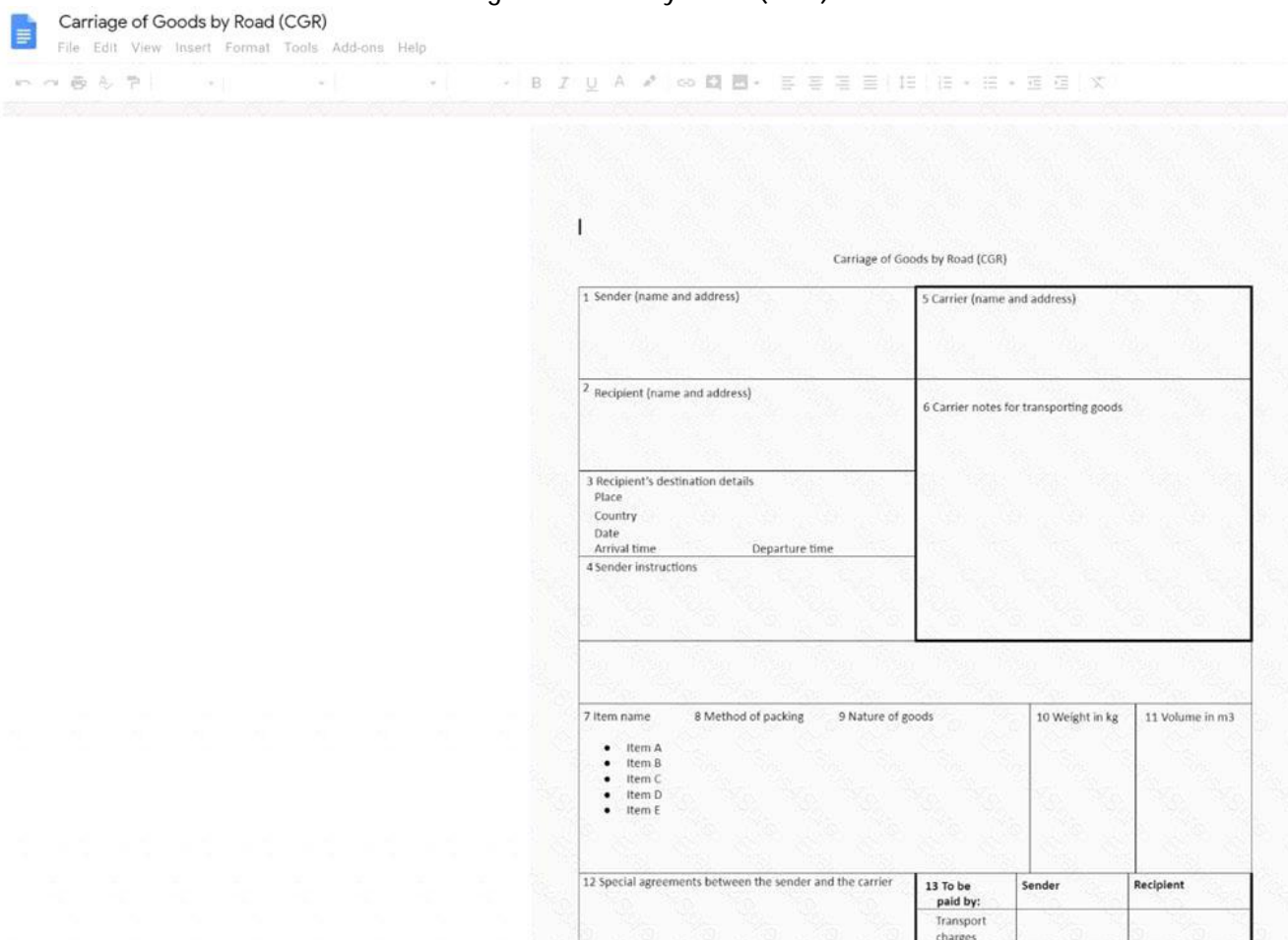
NO.1 You received an email request that you want to respond to next week. For you to remember about this request, you need to have this email on top of your inbox next Monday at 9:30 AM. What should you do?

- A.** Create a calendar event for 9:30 AM next Monday, and add an email notification to be sent to your inbox.
- B.** Mark the email as Important. Create a calendar event for 9:30 AM next Monday. Then add the email's URL to the calendar event.
- C.** Click Snooze in the email options. Then select to snooze the email until 9:30 AM next Monday.
- D.** Add the email to Tasks. Then edit the task to have a due date of 9:30 AM next Monday.

Answer: C

NO.2 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.



Delete the blank row underneath 4 Sender instructions.

Answer:

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)

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

✂ 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)

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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)

E 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
<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		

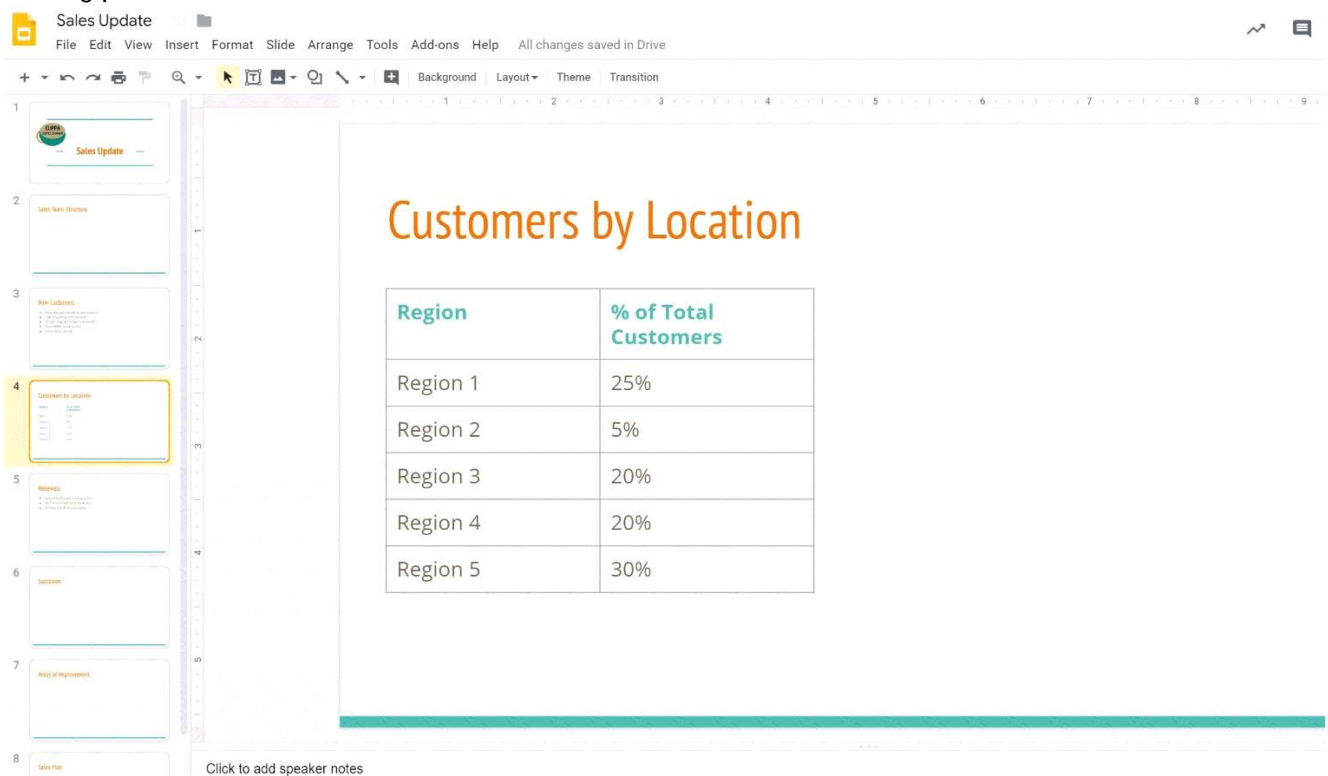
NO.3 Your manager is working from a different office today during your regularly scheduled weekly meeting. You want to schedule a Google Hangouts video call to meet virtually. What should you do?

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

Answer: B

NO.4 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.



Region	% of Total Customers
Region 1	25%
Region 2	5%
Region 3	20%
Region 4	20%
Region 5	30%

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%

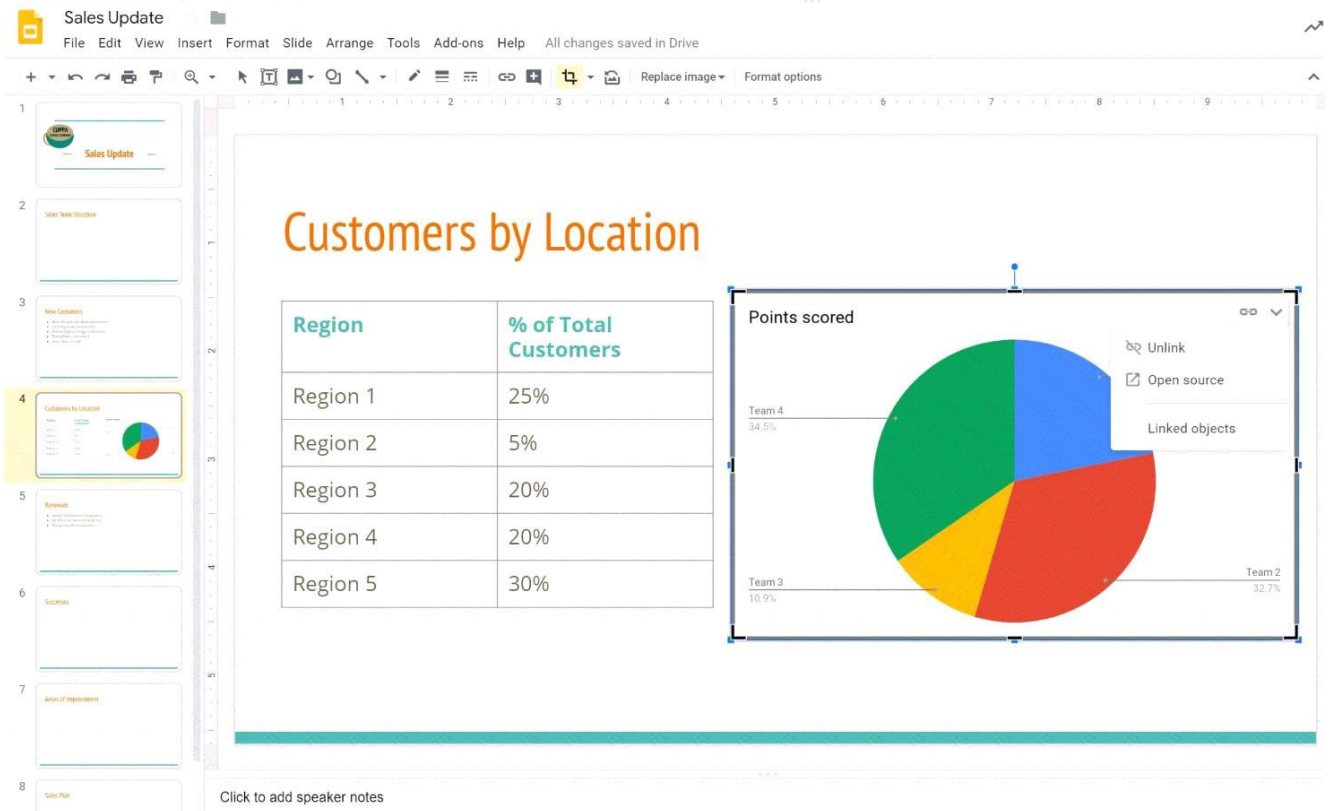
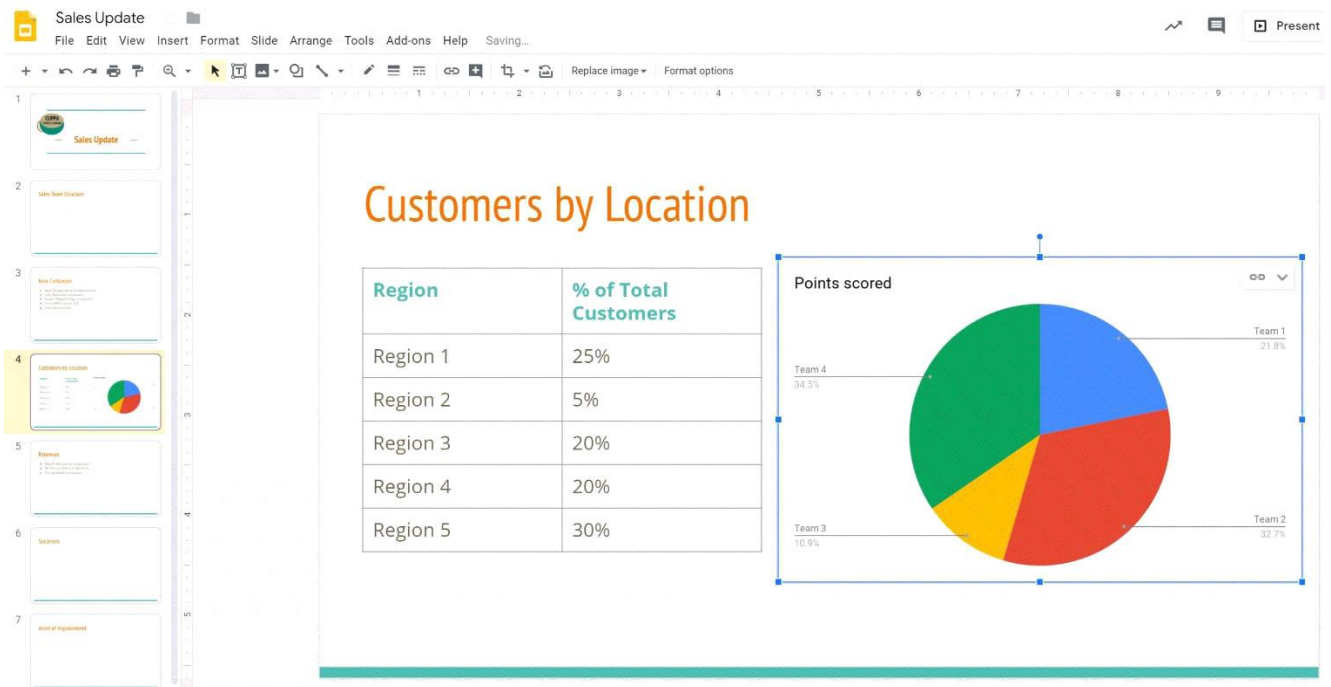
Region 2:5%

Region 3:20%

Region 4:20%

Region 5:30%

Answer:



NO.5 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

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100% \$ % .00 .00 123 Default (Ari... 10 B I A

fx =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	Adyson Y.	Exterior								X			X			X			10
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	Litz 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

In the Employee Shift Schedule for Kelvin Cars, add a border to all the cells in range A10:S24.

Answer:

Employee Shift Schedule for Kelvin Cars

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

100% \$ % .00 .00 123 Default (Ari... 10 B I A

fx Adyson Y.

	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																	
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9	Employee Name	Assignment	Total Shifts	Monday			Tuesday			Wednesday			Thursday			Friday			Shifts to date
10	Adyson Y.	Exterior								X			X			X			10
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	Litz 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