

DUMPS ARENA

G Suite Certification

Google Gsuite

Version Demo

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sales@dumpsarena.co
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QUESTION 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.** Click Snooze in the email options. Then select to snooze the email until 9:30 AM next Monday.
- 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.** Add the email to Tasks. Then edit the task to have a due date of 9:30 AM next Monday.
- D.** Create a calendar event for 9:30 AM next Monday, and add an email notification to be sent to your inbox.

ANSWER: A**Explanation:**

Reference: <https://support.google.com/a/users/answer/9260550#2.6>

QUESTION NO: 2

You want to send an email to your team with a photo in the body of the email. Which steps should you take?

- A.** In the body of the email, put the cursor where you want the photo to be. Click Insert photo from the email options toolbar. Select the photo and insert it inline.
- B.** In the body of the email, put the cursor where you want the photo to be. Click Insert photo from the email options toolbar. Select the photo and insert it as an attachment.
- C.** Put the cursor where you want the photo to be. In the email options toolbar, click Insert files using Drive. Choose the photo you want to send. Insert it as an attachment.
- D.** Put the cursor where you want the photo to be. In the email options toolbar, click Attach files. Choose the photo you want to send, and add it to the email.

ANSWER: A**QUESTION NO: 3**

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

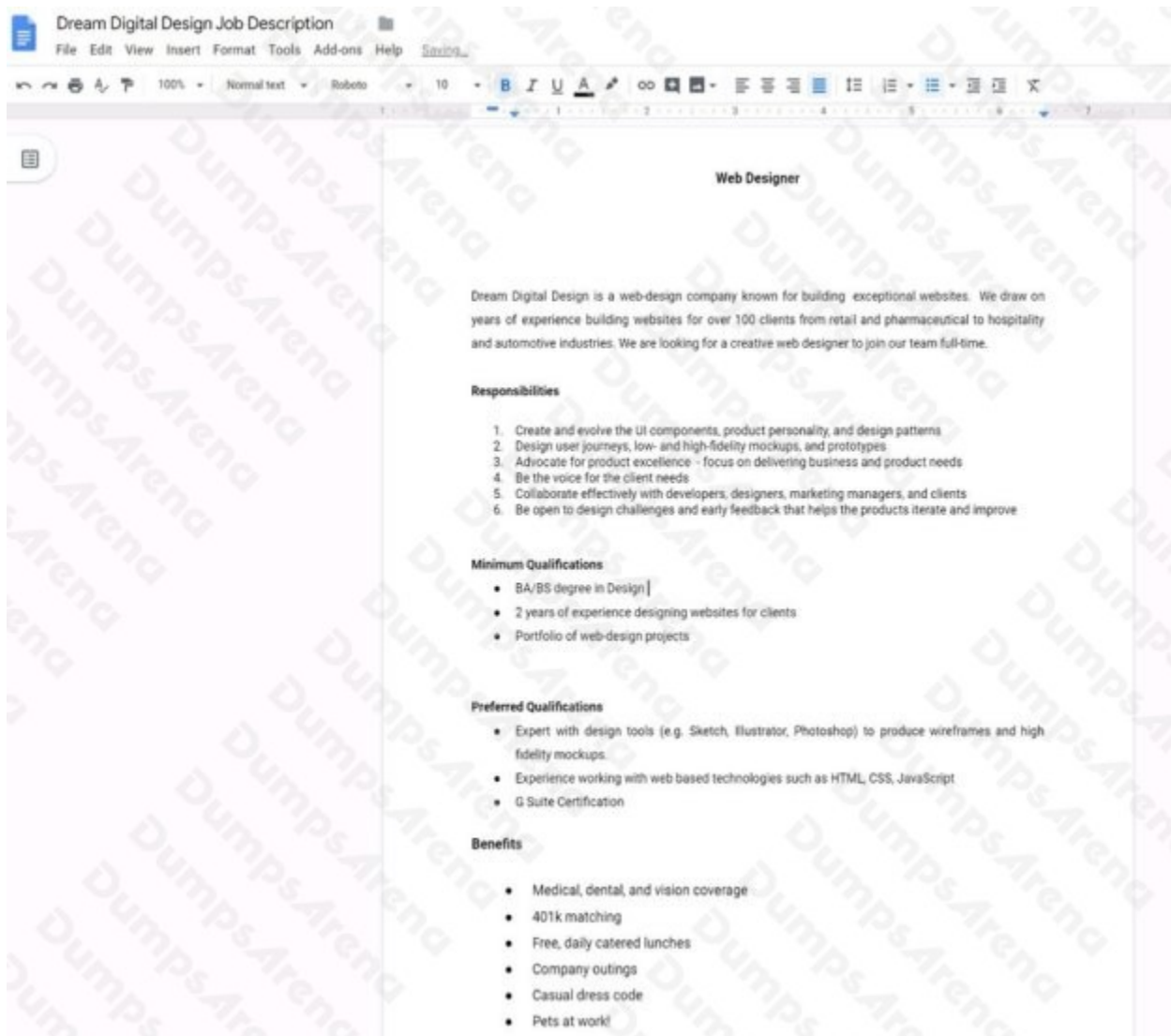
ANSWER: A

QUESTION NO: 4 - (SIMULATION)

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.



The screenshot shows a Google Docs document titled "Dream Digital Design Job Description". The document content is as follows:

Web Designer

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

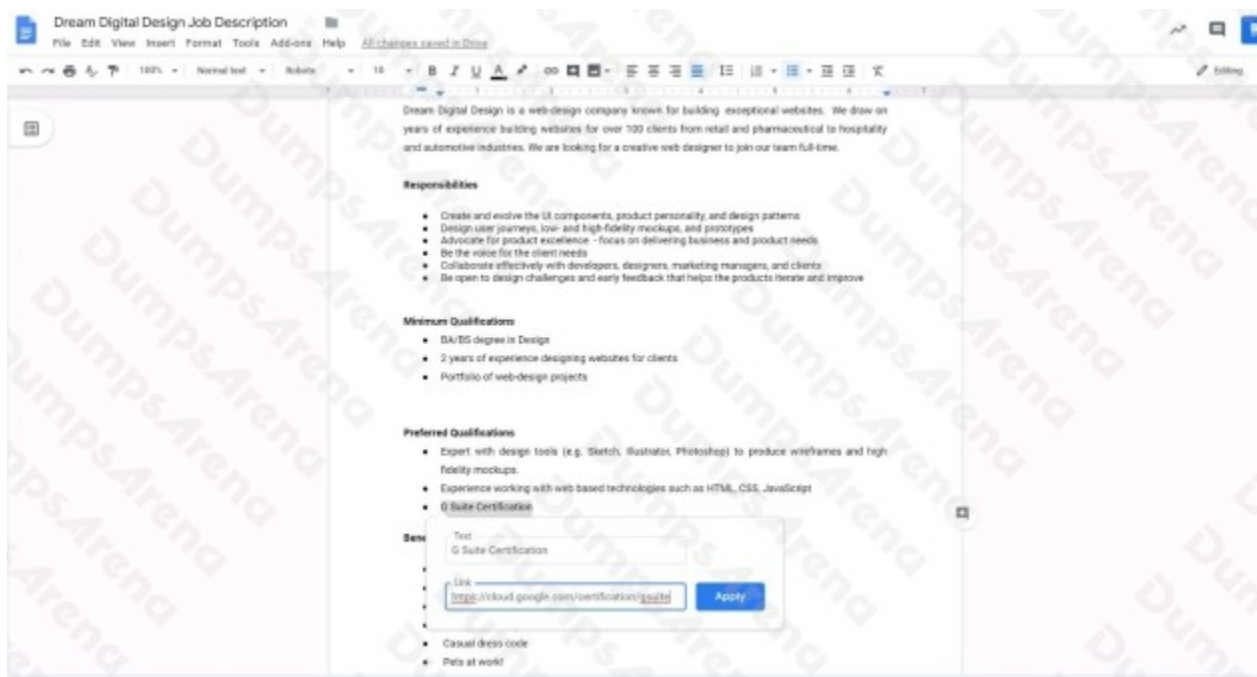
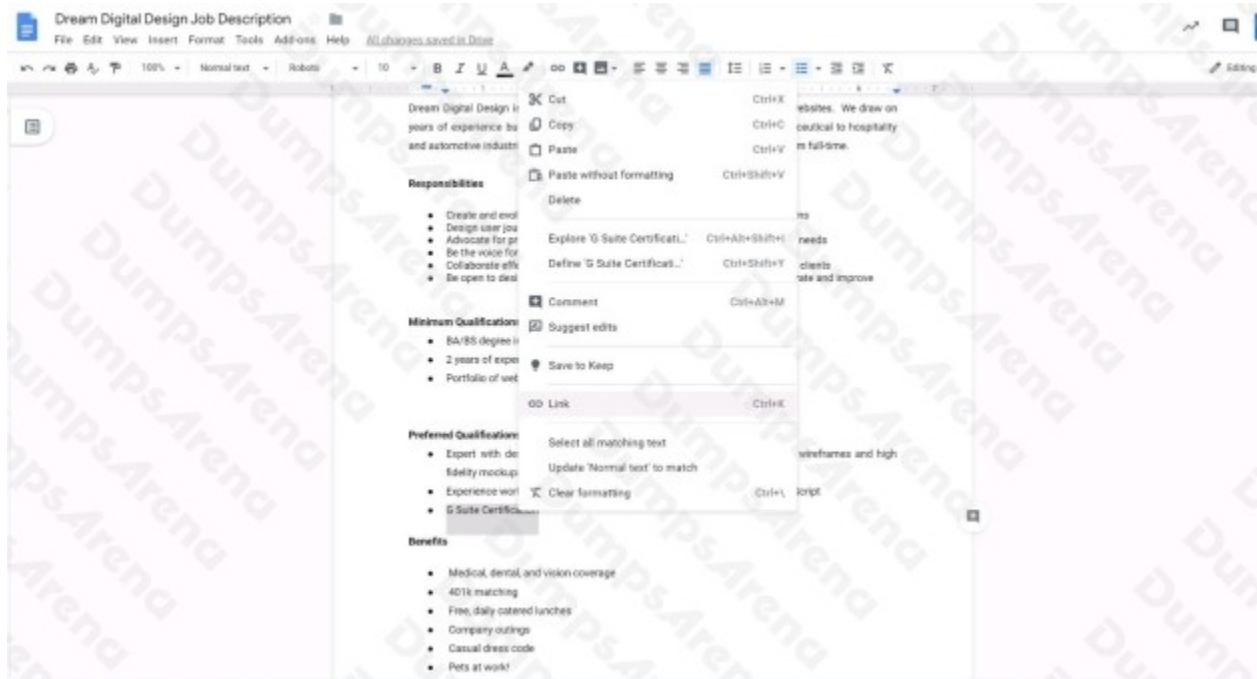
Benefits

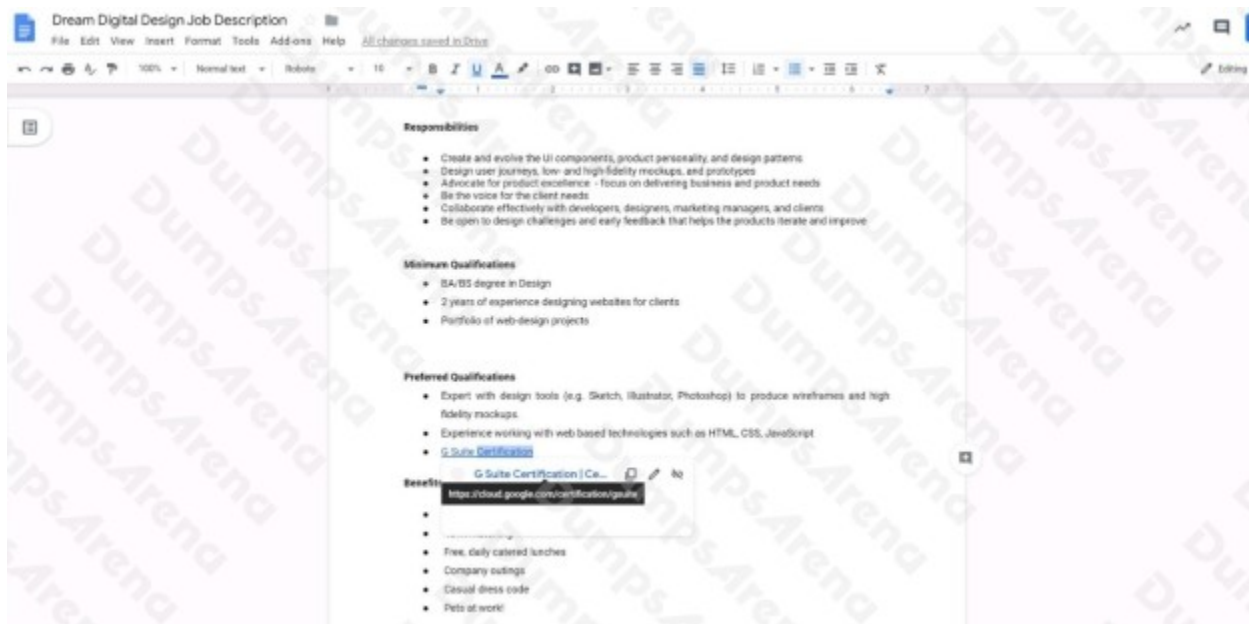
- Medical, dental, and vision coverage
- 401k matching
- Free, daily catered lunches
- Company outings
- Casual dress code
- Pets at work!

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

ANSWER: See explanation below.

Explanation:





QUESTION NO: 5

In a Google Hangouts video call, your customer asks if there are any summer discounts. You want to show them a draft document without giving them direct access to the Google Docs document. What should you do? (Choose two.)

- A. From your Gmail inbox, send your customer an attachment of the summer discount flyer
- B. From Google Drive, add the customer as a collaborator to the folder with the summer discount flyer document
- C. From the Google Hangouts video call, present only the window with the summer discount flyer
- D. From Google Docs, add the customer as a collaborator to the summer discount flyer document
- E. From the Google Hangouts video call, present your entire screen

ANSWER: A B

Explanation:

Reference: <https://zapier.com/blog/google-hangouts-video-calls-guide/>

QUESTION NO: 6

You need to find an audio file on Google Drive that your manager shared with you recently. You know that the type of file you are looking for is audio, and the owner of the file is lisa@kelvincars.com. What should you do to quickly find the file on Google Drive?

- A. Click on the dropdown menu in the search bar of Google Drive, select audio as the type of file, select owned by me as owner, and then click Search.

B. Click on the dropdown menu in the search bar of Google Drive, select audio as the type of file, enter lisa@kelvincars.com as owner, and then click Search.

C. In the search bar of Google Drive, enter type:video owner:me

D. In the search bar of Google Drive, enter type:video owner:lisa@kelvincars.com

ANSWER: B

Explanation:

Reference: <https://usingtechnologybetter.com/how-to-search-for-google-drive-share-emails-in-gmail/>

QUESTION NO: 7 - (SIMULATION)

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 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	
Adyson Y.	Exterior							X			X		X		X		10
Alina L.	Engine				X			X		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
Kellan L.	Engine		X			X		X			X			X			18
Kyan F.	Interior		X			X		X		X		X					12
Liana C.	Brakes			X			X			X		X			X		10
Liliana K.	Interior			X			X			X		X	X		X		11
Lizzy 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

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

ANSWER: See explanation below.

Explanation:

Employee Shift Schedule for Kelvin Cars

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

100% 122

Adyson Y.

Weekly Employee Shift Schedule

Week No. 25

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	
Adyson Y.	Exterior								X			X			X		10	
Aina L.	Engine			X			X			X		X				X	14	
Ashari M.	Engine		X						X			X				X	18	
Cecilia B.	Exhaust		X			X			X			X					25	
Henry B.	Brakes		X	X			X					X		X	X		23	
Jaeden 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	
Liliana K.	Interior			X			X			X		X			X		11	
Lizzy S.	Exterior			X			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	