

# IT 认证电子书



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半年免费升级服务

<http://www.itrenzheng.com>

**Exam : GSuite**

**Title : G Suite Certification**

**Version : DEMO**

1. 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](http://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

**Answer:** B

**Explanation:**

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

2. 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](mailto: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](mailto: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](mailto:lisa@kelvincars.com)

**Answer:** B

**Explanation:**

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

### 3. CORRECT TEXT

Overview

Your company is offering a new summer discount for its customers. In the following questions, take actions to update the New Summer Sales Discount that your sale representatives will share with customers.

New Summer Sales Discount

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100% Heading 1 Open Sans 35

**Cuppa Coffee Company**

Summer Discount: upto **25%** off new orders!

Details:

1. 10% off 6-month orders of our single origin coffees
2. 25% off 12-month orders of our signature blends
3. No need to worry about re-ordering every month!



Sales Contacts:

Reach out to your sales contacts to place your order today!

Jennifer Tollar (jennifer.tollar@cuppacoffeecompany.com)  
Ingrid Sikma (ingrid.sikma@cuppacoffeecompany.com)

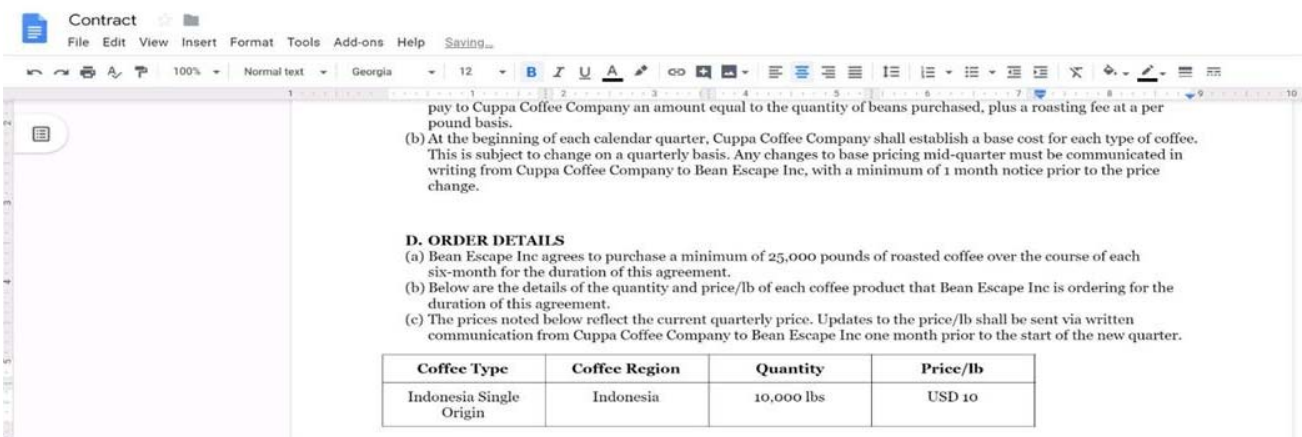
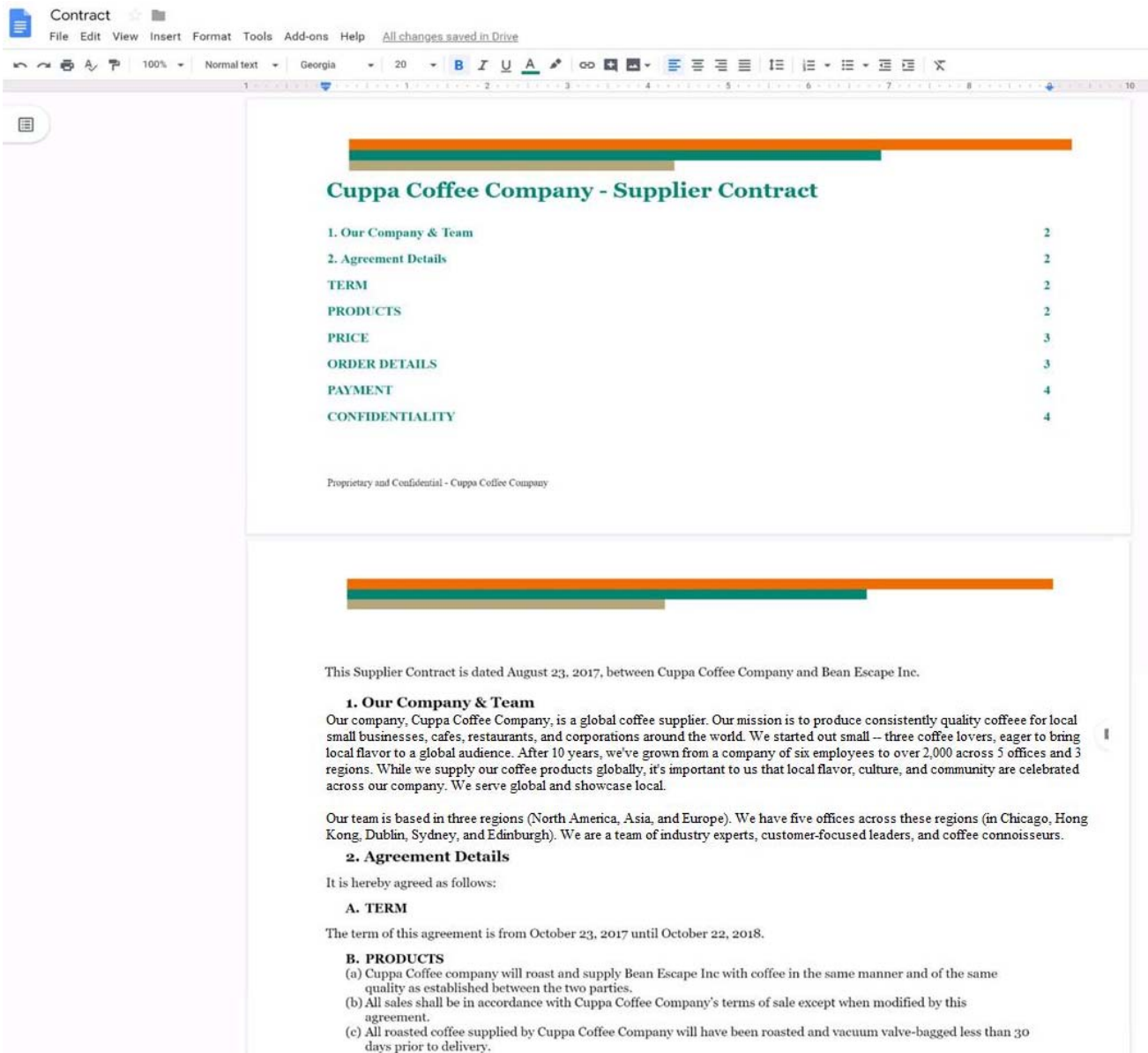
You want to get feedback from two people on your team. In the New Summer Sales Discount document, give comment access to Sunanda Vaideesh and Jennifer Tollar.

**Answer:** See explanation below.

#### 4.CORRECT TEXT

##### 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.



You want to add a table of contents to the Contract document that automatically updates when changes are made to the different section headers. Add a table of contents with page numbers to the beginning of the contract documents, directly under the title header Cuppa Coffee Company – Supplier Contract.

**Answer:** See explanation below.

## 5.CORRECT TEXT

### 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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=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	Jaider 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	Litzy 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																			

Change the fill color of the cells in the Tuesday and Thursday columns to any color of your choosing.

**Answer:** See explanation below.