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QUESTION NO: 1

You are working offline while traveling and need to edit a Google Docs document stored in My Drive. What should you do before you lose your internet connection? (Choose two.)

A. Enable offline access in Google Drive settings

B. Open the document while online and make it available offline

C. Share the document with Anyone with the link before traveling

D. Publish the document to the web before traveling

E. Send the document to yourself as an email attachment

ANSWER: A B

Explanation:

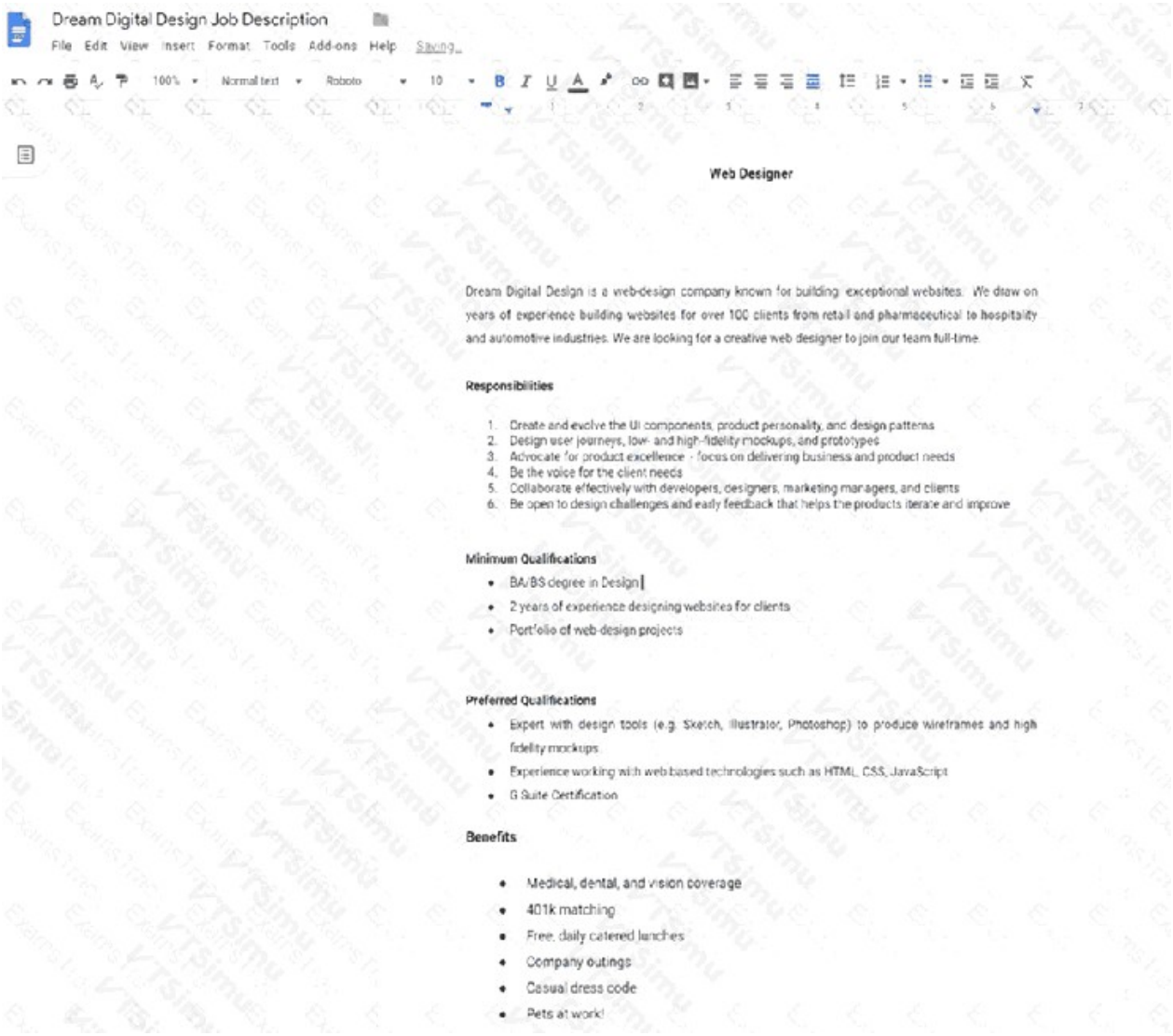
Enable offline access in Google Drive settings before traveling. Offline access allows supported Google Docs, Sheets, and Slides files to be opened and edited when an internet connection is unavailable.

Open the document while online and make it available offline. The file is then stored locally for offline use, and changes made while offline are synchronized to Drive when the device reconnects to the internet. Google documents the setup and use of offline files in its Work with files offline guidance.

QUESTION NO: 2 - (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.



Add a footer to the doc. The footer should say Dream Digital Design is an equal opportunity workplace and is an affirmative action employer.

ANSWER: Check the explanation for the answer

Explanation:

Add a footer containing exactly:

```
Dream Digital Design is an equal opportunity workplace and is an affirmative action employer.
```

In Google Docs, select **Insert > Headers & footers > Footer**, then type or paste the required sentence into the footer area. Click back in the document when finished.

QUESTION NO: 3

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 for marketing flyer JPG OR PDF

B. In the Drive search bar, search for `marketing flyer (type:image OR type:pdf).`

C. Search the bookmarks in your Google Chrome browser

D. Sort all the files in “Team Drive” alphabetically

ANSWER: B

Explanation:

Use the Drive search bar to search for `marketing flyer (type:image OR type:pdf)`. Google Drive search can match the descriptive words in file names and indexed file content while using file-type search operators to narrow results to the required formats. The `type:image` operator includes JPG image files, and `type:pdf` limits the other result set to PDFs. Combining the file-type conditions with `OR` returns either type, rather than requiring a file to be both an image and a PDF. This is much faster and more reliable than manually browsing or sorting thousands of files, particularly when the requested files may be distributed among many folders in the shared drive. If needed, the search can be further narrowed using Drive’s search filters, such as location, owner, or modified date, but the keyword and file-type query directly addresses the manager’s request for marketing flyer files in both formats. Google documents the available Drive search operators, including the `type:` operator, in its Drive Help guidance: Search for files in Google Drive. Google Workspace also describes searching and filtering shared-drive content in its Google Drive training and help resources.

QUESTION NO: 4

You are creating a Google Form for an employee survey. You need each employee to answer the Department question, and you want employees to select only one department from the list. What should you do? (Choose two.)

A. Set the Department question type to Multiple choice

B. Turn on Required for the Department question

C. Set the Department question type to Checkboxes

D. Add the department names to the form description only

E. Allow respondents to submit the form without answering Department

ANSWER: A B

Explanation:

Use a multiple-choice question for Department because it allows each respondent to select one answer from the provided list. Then enable the Required option so the form cannot be submitted without an answer to that question.

A checkbox question permits multiple selections, which does not meet the requirement. Google Forms supports required questions and question types that control how respondents provide answers. See Create a form in Google Forms.

QUESTION NO: 5

You have created a Google Form to collect employee lunch preferences. You need to receive an email each time an employee submits the form. What should you do?

A. In the form, click Settings, and then select Collect email addresses

B. In the form, click the Responses tab, click More, and then select Get email notifications for new responses

C. In Google Drive, right-click the form and select Manage notifications

D. In the form, click Send and email the form to yourself

ANSWER: B

Explanation:

In the Google Form, click the **Responses** tab, click More, and then select **Get email notifications for new responses**. This setting sends the form owner an email notification whenever a new response is submitted, allowing the owner to monitor entries without repeatedly opening the form.

Creating a spreadsheet for responses can help analyze results, but it does not by itself enable email notifications. Google documents response notifications and response management in its Google Forms Help.

QUESTION NO: 6

You are hosting a Google Meet meeting and need to present a training video with its audio to the attendees. What should you do? (Choose two.)

A. Click Present now and select the browser tab that contains the training video

B. Enable Also share tab audio before presenting the tab

C. Upload the video to the meeting chat as an attachment

D. Present your entire screen and rely on your microphone to capture the video audio

E. Turn on captions before playing the video

ANSWER: A B

Explanation:

Select **Present now** in Google Meet and choose the browser tab that contains the training video. Presenting a tab is designed for sharing web content such as videos, and it limits what attendees see to the selected tab.

Enable **Also share tab audio** before beginning the presentation. This sends the audio from the selected tab to meeting participants, which is necessary for attendees to hear the training video. Google documents tab presentation and audio sharing in its Present during a video meeting guidance.

QUESTION NO: 7

You need to send a Gmail message to three coworkers, but you do not want the coworkers to see each other's email addresses. What should you do?

A. Enter the coworkers' addresses in the Bcc field

B. Enter the coworkers' addresses in the Cc field

C. Create a Google Chat space and paste the email message there

D. Send the message to yourself and forward it to the coworkers

ANSWER: A

Explanation:

Enter the coworkers' addresses in the Bcc field. Blind carbon copy recipients receive the message, but their addresses are not displayed to the other recipients. This is appropriate when the sender needs to protect recipient email addresses from one another.

Addresses entered in the To or Cc fields are visible to all recipients. Google describes using Cc and Bcc fields in Send emails to a group.

QUESTION NO: 8

You are preparing a Google Slides presentation with several coworkers. You need coworkers to provide feedback on individual slides, and you need to receive an email when they respond to your feedback. What should you do? (Choose two.)

A. Add a comment to the relevant slide

B. Use an @ mention to assign the comment to the appropriate coworker

C. Add the feedback request in the speaker notes

D. Insert a text box containing the feedback request on the slide

E. Publish the presentation to the web

ANSWER: A B

Explanation:

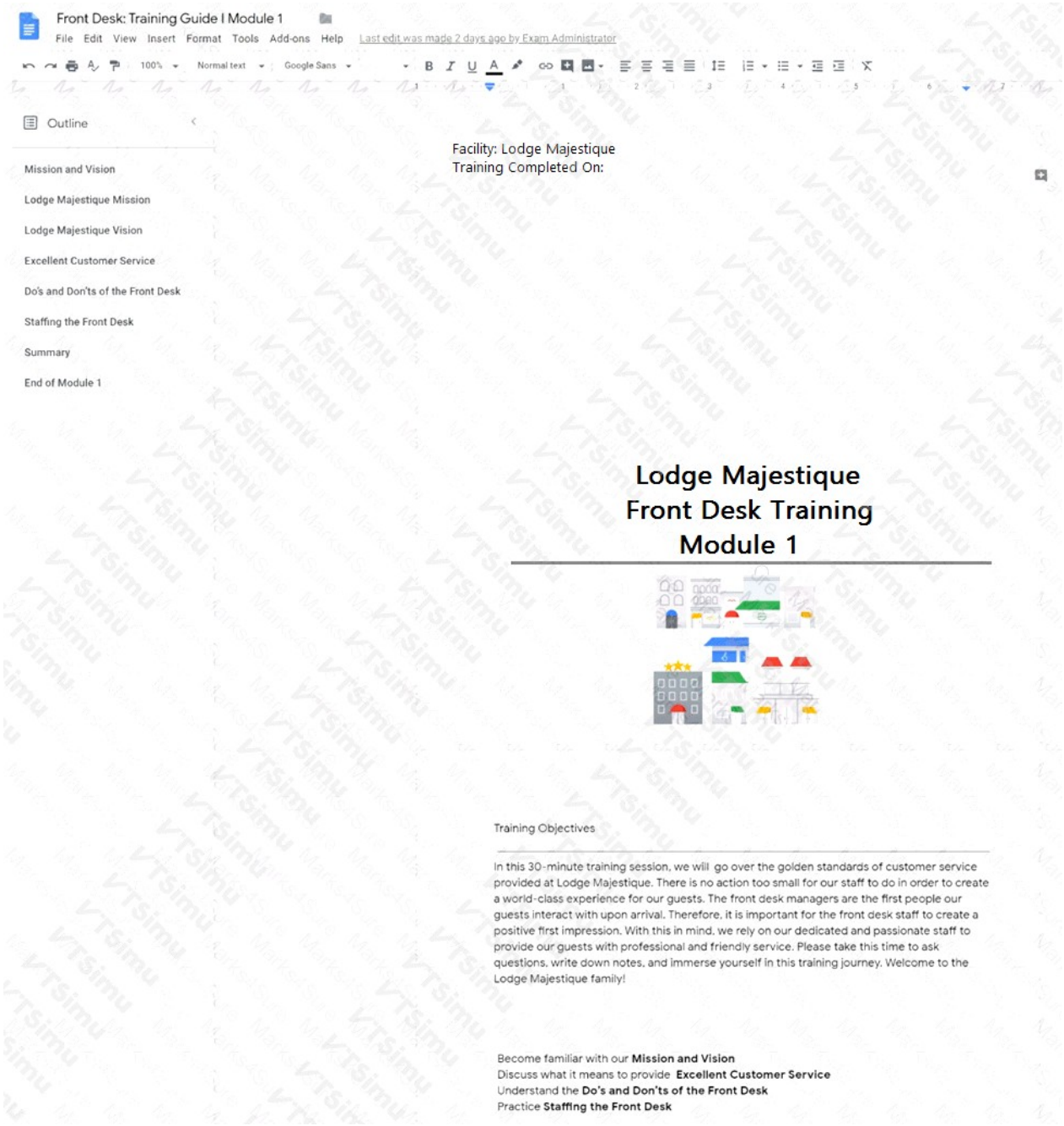
Add comments to the relevant slides and use the comments to request feedback from coworkers. Comments are associated with a particular slide or object and let collaborators reply in context without changing the presentation content.

When adding a comment, use an @ mention to assign it to the appropriate coworker and select the option to assign the comment. The assigned collaborator receives an email notification and can reply or mark the comment resolved. Google documents comments, mentions, and assignments in its Google Docs Editors Help.

QUESTION NO: 9 - (SIMULATION)

Overview

In the following tasks, you will demonstrate your ability to work in Google Docs. Lodge Majestique is a prominent vacation destination known for its great customer service. You will be finalizing a training guide for the Lodge Majestique Front Desk. Use the Front Desk: Training Guide | Module 1 for all the tasks in this scenario.



On page 2 of the training guide, make the Training Objectives title bold.

ANSWER: Check the explanation for the answer

Explanation:

On page 2, select the text **Training Objectives** and apply bold formatting by clicking the **B** (Bold) button in the Google Docs toolbar or pressing `Ctrl+B` (Windows/ChromeOS) or `⌘+B` (Mac).

The **Training Objectives** title should be bold; do not change the paragraph text below it.

QUESTION NO: 10

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. Within the existing Google Calendar event for your meeting, click Add conferencing, select Hangouts and then click Save

C. Go to Settings, click Add calendar for video calls, and add your meeting to this calendar

D. On your Google Calendar landing page, create a new event to schedule a new video meeting

ANSWER: B

Explanation:

Within the existing Google Calendar event for your meeting, click Add conferencing, select Hangouts and then click Save is correct because conferencing details should be added directly to the calendar event that already represents the regularly scheduled meeting. Saving the updated event attaches a video-conference link to that meeting and makes the joining details available to the invited participants through the calendar invitation. This approach preserves the existing event's time, guest list, recurrence settings, notifications, and any related meeting information, while adding the virtual meeting capability needed for that occurrence or series.

Google's current conferencing product is Google Meet; older training materials may use the name Google Hangouts for the same Calendar-based workflow. In Google Calendar, organizers can add video conferencing when creating or editing an event, and Calendar includes the generated joining information in the event for attendees. For current instructions on adding video conferencing to Calendar events, see Google Calendar Help: Create a video meeting in Google Meet. Google Workspace users can also review the Calendar event creation workflow at Google Workspace Learning Center: Schedule events in Calendar.