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練習題

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一年免費更新服務

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 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.

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/>

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.

Contract

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

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Cuppa Coffee Company - Supplier Contract

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PAYMENT	4
CONFIDENTIALITY	4

Proprietary and Confidential - Cuppa Coffee Company

This Supplier Contract is dated August 23, 2017, between Cuppa Coffee Company and Bean Escape Inc.

1. Our Company & Team

Our company, Cuppa Coffee Company, is a global coffee supplier. Our mission is to produce consistently quality coffee for local small businesses, cafes, restaurants, and corporations around the world. We started out small -- three coffee lovers, eager to bring local flavor to a global audience. After 10 years, we've grown from a company of six employees to over 2,000 across 5 offices and 3 regions. While we supply our coffee products globally, it's important to us that local flavor, culture, and community are celebrated across our company. We serve global and showcase local.

Our team is based in three regions (North America, Asia, and Europe). We have five offices across these regions (in Chicago, Hong Kong, Dublin, Sydney, and Edinburgh). We are a team of industry experts, customer-focused leaders, and coffee connoisseurs.

2. Agreement Details

It is hereby agreed as follows:

A. TERM

The term of this agreement is from October 23, 2017 until October 22, 2018.

B. PRODUCTS

(a) Cuppa Coffee company will roast and supply Bean Escape Inc with coffee in the same manner and of the same quality as established between the two parties.

(b) All sales shall be in accordance with Cuppa Coffee Company's terms of sale except when modified by this agreement.

(c) All roasted coffee supplied by Cuppa Coffee Company will have been roasted and vacuum valve-bagged less than 30 days prior to delivery.

pay to Cuppa Coffee Company an amount equal to the quantity of beans purchased, plus a roasting fee at a per pound basis.

(b) At the beginning of each calendar quarter, Cuppa Coffee Company shall establish a base cost for each type of coffee. This is subject to change on a quarterly basis. Any changes to base pricing mid-quarter must be communicated in writing from Cuppa Coffee Company to Bean Escape Inc, with a minimum of 1 month notice prior to the price change.

D. ORDER DETAILS

(a) Bean Escape Inc agrees to purchase a minimum of 25,000 pounds of roasted coffee over the course of each six-month for the duration of this agreement.

(b) Below are the details of the quantity and price/lb of each coffee product that Bean Escape Inc is ordering for the duration of this agreement.

(c) The prices noted below reflect the current quarterly price. Updates to the price/lb shall be sent via written communication from Cuppa Coffee Company to Bean Escape Inc one month prior to the start of the new quarter.

Coffee Type	Coffee Region	Quantity	Price/lb
Indonesia Single Origin	Indonesia	10,000 lbs	USD 10

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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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				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								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	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.