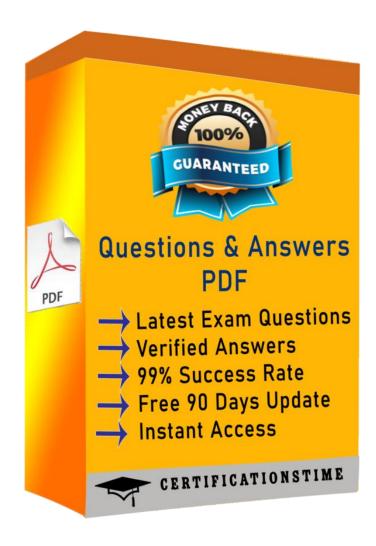# Google

Exam Questions GSuite

G Suite

https://certificationstime.com/

Question: 1

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

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

Question: 2

You want to link to your Google Slides presentation from the company's website. The web developer has asked you to provide a hyperlink that will start the slideshow as soon as the user clicks the link.
What should you do?

A. Click Insert and then click Link
B. Click File, click Download as, and then click Microsoft PowerPoint (.pptx)
C. Click Share and then click Get shareable link
D. Click File, click Publish to the web, click Link, and then click Publish

Answer: C

Reference:
https://business.tutsplus.com/tutorials/embed-google-slides-presentations-online--cms-29503

Question: 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. 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

Reference:

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

Question: 4

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
Reference:

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

Question: 5

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.
You are editing a document with information on this summer's discounts. Open the New Summer
Sales Discount document and change the line spacing in the Details section to single-spaced.

A. Option
B. Option
Answer: A

QUESTION 6

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

Correct Answer: D
Reference: https://support.google.com/a/users/answer/9300131?hl=en

Full Access:

https://certificationstime.com/updated/gsuite-exam-dumps-pdf/