

QUESTIONS & ANSWERS

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Question: 40

You need to set up a way to easily access a Google Drive folder that your team shared with you. The Team Drive with this shared folder has over 1,000 different folders. What should you do to have quick access to the shared folder?

- A. Create a new folder in My Drive on Google Drive. Copy all the files from your team's folder to the new folder
- B. Create a new folder in My Drive on Google Drive. Move your team's folder into this new folder
- C. Find the shared folder on Google Drive. Change the color of the folder to red
- D. Find the shared folder in Shared with me on Google Drive. Right-click on the folder, and then click Add to My Drive

Answer: D

Reference: <https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en>

Question: 41

You just started your new job and received an email with a Getting Started manual attached. After a few weeks, you want to remove this email from your Gmail inbox but preserve it for future reference. What should you do?

- A. Mark as not important
- B. Delete the email
- C. Archive the email
- D. Label the email

Answer: C

Question: 42

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 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 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:

Answer: B

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

Question: 43

A new customer asks you to send a Google Docs document to them as a Microsoft Word document. From the File menu of your Google Docs document, what action should you take?

- A. Click Email as attachment, and then select Microsoft Word (.docx)
- B. Click Download as, click Plain Text (.txt), and send them an email with this file attached
- C. Click Share, enter the customer's email address, and share the document
- D. Click Make a Copy. Rename the document with a .docx extension, save it to "My Drive" and share the document with them

Answer: B

Reference: <https://www.maketecheasier.com/convert-google-docs-to-word/>

Question: 44

You want to send login instructions, such as URL, username, and password, to a new external user. You want to email to be automatically deleted from the user's inbox in two days. What should you do?

- A. Call the user and provide them with login instructions over the phone
- B. Email the user and ask them to delete the email in two days
- C. Send the URL and username in one email, and send the temporary password in another
- D. Create the email in confidential mode. Set the email to expire in two days

Answer: D

Reference: <https://support.google.com/a/users/answer/9381514?hl=en>

Question: 45

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: 46

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: 47

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: 48

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: AB

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

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