

# G Suite Certification

## Practice Exam

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### Practice Exam on the G Suite Platform

The G Suite certification practice exam is a sample of similar questions you will encounter on exam day. You will be asked to perform these actions within a real G Suite account with mock Google Docs, Sheets, Slides, and Forms. Please see the [case study](#) for actual documents used on the exam. Reviewing the practice exam will help you familiarize yourself with the types of questions you may encounter and help you determine your readiness for the exam. A successful completion of the practice exam does not guarantee you will pass the certification, as the actual exam is longer and covers a wider range of topics.

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### Docs

#### Task #1

You want to share the final version of your Google Doc with two people on your team. Give view-only access to [\[personA@zenteros.com\]](#) and [\[personB@zenteros.com\]](#).

#### Task #2

You want to reduce the number of pages in your Google Doc. Change the line spacing from double spaced to single spaced.

#### Task #3

Change the numbered list to a bulleted list.

#### Task #4

You are working on a Google Doc that is 20 pages in length. Add a footer with the page number.

#### Task #5

You have relocated to London and want to create a document for your team to print. Make sure your paper size is A4 (8.27" x 11.69").

## Sheets and Forms

### Task #1

You realize that the Google Sheet your team shared with your company's domain has private information in it, and should only be visible to you. Make sure only you are able to view and edit the spreadsheet.

### Task #2

In Column B in your Google Sheet, you would like your team to add the dates that they completed their training. Edit the sheet so your team can only enter a date in the MM/DD/YYYY format.

### Task #3

In your budget, you want to count the number of sales that are over \$100,000 or more. Create a formula in cell E15 that will automatically count the number of sales that are over \$100,000.

### Task #4

Change the name of the second tab on your Google Sheet to "Project Plan."

### Task #5

In Google Sheets, duplicate the sheet titled "Calendar."

### Task #6

Freeze the first 2 columns of your Google Sheet.

### Task #7

For an upcoming event, you are tracking your team's food preferences so you can choose a restaurant. You are missing the preferences for [\[personC@zenteros.com\]](mailto:personC@zenteros.com). Add a comment in the empty cell that will send them an email notification asking them to put their preference in cell F4.

### Task #8

You are looking at the forecast column in your sheet, and want to know the total dollar amount that is forecasted. Write a formula in cell K2 that will add up the total forecasted amount.

### Task #9

The deadline has passed for coworkers to answer your survey. In the Google Form titled "Customer Satisfaction Survey," update the settings so new responses are no longer accepted.

## Slides

Task #1	Task #2	Task #3	Task #4
Open the Google Slides called "Executive Presentation" and insert the image called "logo.gif" located in Google Drive.	You need your coworker from the finance department to add last year's sales results into your presentation. On slide 3, add an action item for <a href="mailto:personH@zenteros.com">[personH@zenteros.com]</a> telling them to insert the sales results when they are ready.	Add an appendix slide at the end of your presentation.	Left align the text in slide 6.

## Gmail

Task #1	Task #2	Task #3
You want to personalize your emails. In Gmail, add an automatic signature to your emails with your name and phone number.	Make sure <a href="mailto:personE@zenteros.com">[personE@zenteros.com]</a> is BCC'd on your email to <a href="mailto:personD@zenteros.com">[personD@zenteros.com]</a> .	In your email to <a href="mailto:personG@zenteros.com">[personG@zenteros.com]</a> , attach your Google Sheet titled "Budget" from Drive.

## Drive

Task #1	Task #2	Task #3
Share the folder in Google Drive titled "Promotional Flyers" with your entire company so your coworkers can make changes to the documents inside the folder.	In Google Drive, share the Google Sheet called "Budget" with <a href="mailto:personA@zenteros.com">[personA@zenteros.com]</a> so they can make comments but cannot directly make changes to the spreadsheet.	In Google Drive, rename the Google Doc titled "unnamed doc" to "Global Rollout Plan."

# Google Cloud

For more information visit <https://cloud.google.com/certification/gsuite>