Test Bank….OH My!

Mr. Elba is editing a presentation in Google Slides and wants to improve the appearance of the slides . What visual elements can he incorporate into his presentation to make it more visually appealing?

Ms. Garcia has divided her class into groups to work on different geography projects. Each group will present their project to the class using Google Slides. What are some benefits of using Slides in group projects?

Mr. Elba is creating a presentation in Google Slides on a topic he knows his students find dull. What aesthetic elements can he incorporate into his presentation to make it more interesting?

Students already familiar with a web-connected world will feel immediately at home with Google Classroom.

What benefits will they enjoy from their assignments going online? (Select 3 answers.)

Although textbooks are useful resources, they have multiple drawbacks when compared to digital content. Drag and drop the attributes of digital content and textbook content to the correct row to highlight their differences.

Mr Blakeney's students are starting to think about their future careers and which digital classroom skills they need to develop. Use drag and drop to separate digital classroom skills from traditional ones.

Mr. Bailey is a school IT teacher and has heard that he can access support from Google for Education specialists to help him understand and explore the benefits of Google for Education and Chromebooks. Match the different support options he can access with their definitions by moving the rows up and down

Integrating technology in the classroom can benefit a school in many ways, and for various groups of people. Match the benefits of a digital classroom with the pain points they overcome by moving the rows up and down.

You need to speak with local schools to discuss a sports tournament you are hosting at short notice. Your intention is to gain feedback on a planned program of events and share images of available facilities. Match the feature of Google Hangouts with its benefit by moving the rows up and down.

Why explain the importance of digital citizenship in a digital classroom?

Mr. Jones is keen to move to a paperless class as he finds the process of managing assignments time consuming. How will shifting to Classroom help? (Select 3 answers.)

Mr. Swanson's politics students had to create a blog about their policies if they were elected to be on the school's student council. One student received a nasty response from an online user she doesn't know. What advice should Mr. Swanson give her to overcome this type of response?

Mr. Perry has bookmarked a large number of webpages in Chrome while researching class topics.Unfortunately, he's bookmarked so many that he's struggling to find relevant content quickly. What can he do to simplify this? (Select 3 answers.)

Channel _____ allow you to be notified about subsequent uploads to a channel you like.

Users can check their Google Calendars on which devices?

Google Calendars work seamlessly with Gmail for making appointments and scheduling events.

Users of Google Calendars can easily "find a time" to conveniently schedule meetings with multiple participants.

Teachers can use the Appointment Slots feature to allow students and parents to schedule meetings with a teacher.

When scheduling a meeting to discuss a document, one can add an attachment to that event.

Which of the following are true about labels?

What do filters do?

What's a canned response?

What are Google Apps?

How are Google Groups different from Contact Groups?

What is Google Drive?

You need to click "save" to save your work using Docs, Sheets or Slides.

What is the best way to convert Microsoft files to Google Drive files?

What is an advantage to using Google Docs and Drive in the classroom?

What is the easiest way to share a Google Drive document?

Who can make websites using Google Sites?

Only one person can edit a single site in Google Sites.

Students can use Google Sites to keep a digital portfolio.

Creating website with Google Sites requires a Google Apps account.

Who can students share their portfolios with?

What is Chrome?

What can you do in the Omnibox?

Why is tabbed browsing helpful?

When signing in to Chrome on a new computer, users must reconfigure all of the custom browser settings.

Where can users find apps and extensions for Chrome?

Google Advanced Search allows specific results by _____ .

Google Scholar will search blogs, wikis and popular websites

All images found in a Google image search are available for reuse.

With a Google Custom Search engine, educators can specify which sites they want their students to use when searching.

How can educators create a custom search engine?

Which Google tool allows you to create a spreadsheet?

You can sync a Google calendar on an Android device and iPhone

With Quickoffice in Google Drive, you can create and edit Microsoft Office files when you need to make a quick edit on the go.

Which can be inserted into a Google Slides presentation?

A good password contains

Using Google Drive, the sharing settings are the same in Docs, Sheets, and Slides

What is the maximum number of search results retrieved with Google Search

You can share a Google Calendar to the following:

With Gmail, you have the option to read and write emails offline of when you do not have an internet connection

Which of the following menu options allows you to save a Google Doc onto your computer

Google Forms can be used to _____.

An image can be attached to an email message using Gmail.

The best use of Google Slides is to create a _____.

The Chrome omnibox can _____.

What information must be written in the TO field to send an email?

The structure of a Google spreadsheet consists of vertical _____ and horizontal _____.

To grant others access to a Google Doc, you must:

In order to share a Google Doc you must have the following permission:

What is the relationship between a form and a spreadsheet

In Gmail, what icon is used to signify an attachment to email?

Once access is granted to a Google Doc, it cannot be revoked or removed

What is the name of Google' browser?

Google Search uses _____ to find the most relevant documents from the internet.

You can receive a Google Calendar meeting invite in your Gmail inbox

With Google Search you can filter search results by any of the following categories except _____.

Real-time collaboration in Google Docs means _____.

Which of the following programming skills is requied to edit a Google Site?

To successfully access a website, a person types a web address in a _____.

Which of the following in NOT a question type in Google Forms

Google Search navigates the web by "crawling". This means:

SMS reminder messages do NOT incur any cost from Google or your mobile phone operator

Event sharing settings override the settings for the chosen calendar

Week view must always start on Sunday

In a Google Calendar event invitation, it is possible to add guests to an existing invite by:

There is NO limit to how many students you can invite to a calendar event

When clicking on the Agenda view you will see a:

You can choose a custom color in Google Calendar if you don't like the included ones

Parents of students in your class don't need to be Google Calendar or Gmail users to receive and respond to Google Calendar invitations

You can attach video files that are in Google Drive to Calendar events

A teacher wants to share her calendar publicly. She can use which of the following format(s) to share her calendar?

Once a class calendar has been shared, which of the following ways can it be accessed?

Which features are available while accessing a Google calendar offline using Offline Google Calendar

The default calendar view opens up as the _____ view

If you frequently create 15 minute meetings rather than the default meeting length of one hour, you can make 15 minutes the default length for all your events

It is possible to save a Google Calendar as a pdf file from the print settings window

Only guests with a Google Apps email account can receive calendar event invites

If you created a calendar invite, it is possible to view who else has been invited

If you create an event from the body of a Gmail message, the event will automatically contain:

It is possible to copy a calender entry from one school calendar to your own personal calendar

To add another teacher's calendar to your Other Calendars list:

It is possible to share a Google calendar with a Google Group

When you are first invited to an event and you have not responded to the invitation, the event will appear in your calendar with a ____ ____

By default, the guest list on a calendar entry is set to be visible

It is possible to view another person's calendar from your school (assuming they have a Google Apps account)

Once an invited guest receives and responds to an invite, they cannot change their RSVP

When RSVPing to a Google Calendar event it is possible to add a note with your RSVP

What appers from the "Find a time" tab on the event details page?

To attach a Google Drive file to a Calendar event, simply

Agenda view is a way to view all your events grouped by day

To make one of your calendars completely private (not viewable to anyone besides yourself), which calendar settings need to be deselected?

You can currrently share your calendar with up to _____ users per day

Three standard views in your Google Calendar are:

It is NOT possible to import calendar data into Google Calendar

What is one way to create a multi-day calendar event for a class field trip?

Public calendars that are available to add are:

It is possible to customize the frequency of a repeating event

By default, the Google Calendar shortcut keys will automatically work when you are in your calendar

When making changes to the event reminders in your calendar, the changes will apply to you and all invited guests

You can setup and display more than one custom calendar view at the same time

When using a Find a Time feature, you can compare up to _____ calendars

If students have turned off notifications for new events they will not receive an email invitation even if you click Send

Which of the following CANNOT be changed if a student has the ability to modify an event:

To move forward and back a day, week, or month use the single arrows at the top left of the calendar

When inserting a Google Calendar into a Google site, which of the following is not an option that can be customized

What is one way to create an event for an after school club that meets every Tuesday at 2:45pm?

Events that occur and repeat over several school days can be setup as one event

Only the event creator can invite guests to calendar events

It is possible to delete or remove all notifications for all calendar entries

You can invite students to a single event on a calendar without sharing the entire calendar

Using the _____ _____ you can quickly customize the view of your calendar to a few days or weeks at a time

The three options for what guests can do to an event are:

On a mobile device, you can only view your calendar using a mobile web browser

To create a new, empty calendar which of the following are the correct steps

Another way to add a calendar entry is

You must have email turned on in Google Apps to use and share Google Calendars

Using Quick Add it is possible to create recurring events

You can change the default view of your calendar to Day, Week, Month, or Agenda

It is NOT possible to publish a Google Calendar as a webpage

When removing guests from an invite, in order to make sure the guest list changes take place, you must remember to click:

What permissions can you set when inviting students to a calendar event?

Gmail search doesn't recognize special search characters like square brackets, parentheses, currency symbols, the ampersand, the pound sign, and asterisks

When you remove a contact from a contact group, you are also removing the contact from your Contacts list

How would you instruct a student to open his/her task list in Gmail?

Gmail's auto-show feature automatically selects contacts to appear in Chat based on the people with whom you already communicate with most often

Chat in your Gmail inbox recognizes YouTube URLs as media and automatically converts them to video inside your chat window

When setting up Mail Fetcher, you have all of the following options EXCEPT:

Gmail messages that are moved into Trash will remain there indefinitely until you manually empty your Trash

The basic HTML view in Gmail is a little different from what you're used to in Standard view because certain features aren't available

A student comes to you stating that she does not have Internet at home. If she composes a message in Gmail's offline mode, clicking send will:

If you conducted a search in Gmail and CANNOT find the message you were looking for, all of the following are possible explanations EXCEPT:

In the name of organization, students can use labels to organize email. Some of the options available to customize labels in Gmail are:

A teacher comes to you unable to access a particular option or setting. She may be unable to access it because your school Apps domain administrator may have disabled that feature

A teacher can send a student an .exe file to install a program on the student's Windows computer

To help keep organized, students can use Google Tasks right from an email. If you would like to create a task from an email message, you can:

Chat lets you send and receive instant messages with teachers, students, other people at your school/district right in your inbox

Before you can chat with another teacher in Gmail, unless they appear in the automatic contacts list, you'll need to:

How many labels can you apply to an email?

Assuming your domain administrator is not overriding any updates, to enable new features/functionality in Gmail:

To send a message to any of the contact groups you created, or the default contact groups you can:

When reviewing your inbox messages, you will notice a number in parentheses next to the contacts included on a particular message. The number in the parentheses corresponds with:

When you label one message in the conversation, you automatically apply the labels to all the messages in the conversation

By default, Gmail creates all of the following labels EXCEPT

Using Gmail, you can also store more information than just a name and email address, you can include title, phone numbers, addresses, instant messenger accounts, websites, and even birthdays. You can add custom fields for "Parent's Names" or "Graduation Year"

If you are unable to see the 'Labs' tab in Settings, you should:

When you send a Task list to someone else it appears:

You can block contacts from chatting with you, but do so with caution as this action CANNOT be undone

If you are searching Gmail for a message from Lisa with a PDF attachment, which of the following Advanced Search operators would work best?

Mail delegation in Gmail allows you to delegate access to your email to another person (e.g. a principal delegating access to his or her administrative assistant)

My Contacts in the Contacts window is used to:

To change the background image of your inbox, you need to click a thumbnail on the _____ tab from _____

You can customize your Gmail chat list by doing all of the following EXCEPT:

In Gmail, each task can only be assigned to one list

If you initiate a group chat, the chat will stop for everyone once you leave the chat

A _____ is an email notification delivered when a recipient opens an email you send

An advantage of inserting files using Drive instead of attaching a file is:

Rich text signatures are available in Gmail allowing you to add your own formatting, images and links to your email signatures

POP, or Post Office Protocol, lets you _____ from GoogleApps mail servers onto your computer so you can access your mail from a 3rd-party program even when you aren't connected to the Internet

Teachers and students can categorize email messages by using _____

You will not be allowed to change the name of any of the default Contact groups in Gmail including: My Contacts, Friends, Family, Co-workers, and Most Contacted

The purpose of Gmail Labs is to:

Which of the following is an Inbox type that students can use in Gmail?

After you set your Gmail's tab categories on Gmail's desktop version, you will also see them on the mobile versions (Android and iOS)

If you have Chat history enabled, you can do all of the following with your chats EXCEPT:

Students can access a list of Gmail keyboard shortcuts by typing:

The best way to print an entire email conversation – including all messages within the conversation – is to:

In Gmail, conversations are:

Gmail's priority Inbox features are the same on the desktop and on any mobile device

Students can access Gmail offline (with limited functionality) if the student uses:

The Tasks calendar in your Google Apps Calendar allows you to _____ while in your calendar

With Superstars in Gmail, a user can access up to _____ star icons

Instead of having one long to-do list, students can organize tasks into _____

You must attach files to emails one at a time. Currently, there is NOT a way to select multiple files at once

Vacation responders in Gmail CANNOT be set up from your Android or iOS mobile device

The following statements are true about archiving Gmail messages EXCEPT:

Ads must be turned on for Gmail in Google Apps for Education

If not disabled at the domain level, Gmail can forward all the mail coming into your school Gmail account to another email address

A student can view all of his/her completed tasks by:

Gmail provides a chat feature

Gmail's new inbox groups your mail into categories which appear as different tabs. Besides 'Primary', which other tabs can you enable?

To view archived messages in Gmail, go to:

The proper way to send a Google document for colleagues to see or edit is to email an attachment or upload a file for others to access

All of the following are key compatibility advantages of Google Drive, except:

Google Drive can be accessed at a custom URL for your school. This needs to be set by a domain administrator

When you share a document with a group email alias (a Google Apps group), they will need to first open the document before it will appear in their Drive

Google Apps for Education has a template gallery within your school Apps domain that is separate from the public gallery

The Research tool within documents allows you to choose from which of the following citation methods?

Select _____ to combine all selected cells in a range into one cell

Mr. Rodriguez is a physics teacher. He has a document he's shared with other teachers in his school. One teacher retires, how can he remove the retired teacher from a shared document?

The following can be inserted into a document via the Insert menu:

A _____ allows you to interpret data in dynamic ways without entering formulas

Once a comment has been resolved in Google Docs, it can no longer be viewed or edited

Bookmarks are highlighted sections with comments in a document

Forms allow teachers to set the frequency of notifications for form responses. Which of the following is NOT an option?

If you are creating a form with your Google Apps for Education account, you can also choose to record the email addresses of members of your Apps domain that fill out your form.

Students can send an email to the collaborators on a document (presumably other students) by going to:

____ adds visual page breaks while you're editing documents, so you can see how many pages of that report you've actually finished

The ____ of a document, spreadsheet, presentation, or drawing can always control exactly who has access to their document and how much access each person has

If three teachers are editing a document simultaneously, they will need to wait a few minutes to see each others' edits

The paste special option gives you more control about what properties you're copying and pasting into a range of cells. Which of the following is not an option?

In Docs, using the Research tool, to cite a web source you

In order to remove a sheet from view in a spreadsheets workbook, you have to click on a sheet tab and select ____

_____ rows and columns allows you to keep some of your data in the same place while you scroll through the rest of your spreadsheet

Google Sheets can be exported to the following formats

Formatting rules in spreadsheets allow you to change the color of text or background of a cell based upon a value

When uploading a folder with subfolders into Google Drive, the subfolder structure will be maintained

Once an animation is listed in the Animations pane, you can drag an animation up or down to change the order in which shapes appear or disappear on the screen

If a student embeds his/her Google Slides presentation into a web page, s/he can use all of the following advanced features, EXCEPT:

In Docs, when adding a picture from the Research tool, a citation is added

Google Docs allows users to work on the same document, at the same time

Which of the following is NOT a slide layout option in Google Slides?

_____ in spreadsheets are a helpful way to leave notes to other collaborators about your spreadsheet data

In the Sheets revision history, changes are not color-coded based on each collaborator, but students can still tell what has been added or deleted

You are able to share docs from your mobile device

A student is working on a Google Slides presentation. She wants to embed a video from Vimeo, and simply needs to copy and paste the embed code Vimeo provides into her presentation slide

Using the Research tool, an easy way to get pictures into your document is to simply

Google Drawings allows teachers to import the following file formats

_____ can set editing permissions for individual sheets in Google Sheets

You must install the Google Drive app in Chrome before you can use Offline Docs

Students can currently modify the layout of their form through a number of methods, EXCEPT for the following

Sharing level access changes usually take about an hour to take effect

To see who has edit or view access to your document at any time, simply click the _____ button in the top right corner of the doc

You can print your Google documents and spreadsheets from your mobile device using Google Cloud Print

Ms. Blake had students respond to a survey using Forms. She wants to see the data by specific users. She can edit the summary of responses to exclude certain users

If you add documents to a shared folder, the document is automatically shared with everyone who has access to the shared collection

Which of the following is NOT a question type in Forms?

Which of the following is NOT a source built into the Research tool?

To view your presentation with no browser toolbars as a distraction, which icon should be selected?

When you create a master presentation with a theme, even a blank theme, any imported slides can be adapted to that theme

To save a copy of a presentation to our computer, you can download it as a file. Which of the following is not a file option?

To allow student responders to see the summary of responses to a form, the teacher needs to check which button?

Users have the ability to export Google docs to a PDF

To view a comment after it's been inserted into a spreadsheet cell, _____ your mouse over the orange comment indicator

The _____ feature in Google Sheets makes it easier to analyze and view your data by hiding the data that you temporarily want to take out of view

It is possible to upload images directly to a spreadsheet in Google Sheets

When you publish a document and view it as a web page, the comments will NOT be viewable on the web page

Mrs. Pringle is a French language teacher. She wants to translate text in a Google Spreadsheet. Which function would she use?

Google Drive allows you to save any document, spreadsheet, presentation, drawing, or form as a template for others to use

How many users may edit and view a spreadsheet, document, or drawing at the same time?

Data validation in spreadsheet allows teachers to do all of the following EXCEPT:

Which of the following is NOT a data type that can be entered into a spreadsheet cell?

A file cabinet allows you to _____ lessons and _____ resource documents on your site

It is possible to reorganize the pages added to the sidebar navigation

It is possible to access Google Sites by a custom URL for your school

One way to interact with viewers of your Google Site is to embed Google Moderator. All of the following are benefits of Google Moderator except:

The announcement page behaves most like a:

Which of the following is not one of the main elements of a site layout in Google Sites?

Sites you have created in Gmail account or non Google Apps account will show up by default in your Google Sites list for your school if you created them using the same computer

If you gave a group of students edit access to a site, they would be able to remove other attachments and comments that are not their own

When creating a hyperlink on a Google Sites page there are three link options in the Create Link window that pops up. Which of the answers below is not an option?

When using a list page type, you must choose from preset list properties and cannot create a customized list

Students can embed a form into a page in Google Sites

Of the following, which is NOT editable in the "Edit Site Layout" view?

It is possible to format where the embedded gadgets appear on the page by editing the alignment, properties, and wrapping of a gadget

To change the default logo in the header of your site, you can

Google Sites can automatically maintain your site navigation

You can only select a custom color for your site theme attributes using a hex value (like #FFFFFF)

A custom _____ lets you save the layout and content of a webpage to use for future pages in your site

Placing gadgets into your Google site is done from the _____ menu while editing your site

One of your students deletes a page. It is possible to recover it using the site revision history

The default logo for your site in Google Sites is the logo selected in your Google Apps for Education control panel

Using a table of contents can help visitors to your site jump to sections on your page that are interesting or relevant

It is possible to share only some pages within a site with student accounts in your domain

Which of the following can be done using a Google site:

Regardless of domain administrator settings, a student can decide if their site will be published publicly

There are different types of layouts for standard webpages. All of the following are page layouts for standard pages in Google Sites except:

When creating a new site, it is possible to use a template from the template gallery or begin with a blank template

You can configure the search box in Google Sites to use a Custom Search Engine or search specific sites

Which of the following are all the sharing options for Google Sites

Once activated, page-level permissions CANNOT be turned off

The username of a Google Apps user cannot be collected when submitting a Google Form embedded on a site

Inserting an image includes several options except:

____ permissions allow you to set different levels of access for different people on different pages

The Google Sites gadget director contains a variety of gadget categories including News, Finance, and Public

To change your Google Site name or categories:

After embedding a Google Doc into your classroom Google Site, it is necessary to edit the site again in order for new changes in the document to appear on the site

You cannot use embed codes to insert objects into Google Sites

With page-level permissions, you could allow all your students to see one set of pages, allow your co-workers to edit another set of pages, and then keep yet another set of pages private only to yourself

Options to notify students, faculty and staff of updates and changes to your Google Sites include RSS feeds, recent announcements, and email notifications

When sharing a site with the world all of the following are true except:

Which of the following is not a change you can make in your page settings:

When customizing the search tool for Google Sites, the search option settings include:

Below are different page types you can create in Google Sites except:

An easy way to support students using Google Sites for their course is to create a ____ which they can copy to create their Sites pages

Page layouts can only be applied to the 'web page' type, not the 'list', 'announcement' or 'file cabinet' page types

It is not possible to change your Google Sites theme once the site has been created

Select the correct sequence: To make color and font changes to areas in your Google site select from the top right of the Google site page:

It is possible to add sub-menu navigation links to the sidebar

When copying a previous site to a new site, you will be prompted to:

Collaborators on a Google Site can do all of the following except:

With whom can you share your site (and set permissions)?

Only Apps domain super administrators have automatic access to all the created Google Sites in an apps domain and have the rights to delete and edit sites all sites within that domain

When creating a site, you must be careful of the URL you choose as this is a setting you will not be able to change later, though you may be able to change the 'root' URL' with web address mapping

If you grant access to a site/page to a Google Group:

By default, Google Sites include a search box for individual sites

With the _____, you can add HTML, CSS and Javascript into a Google Sites page

When using Google sites on your domain the maximum attachment size is _____ and the number of pages per site is _____

If a teacher deletes their Google Site, it is not possible to recover it

A Google site can have multiple authors so that you and your students can make changes to it

It is possible to embed your course Google Calendar into your Google Site

If you would like to add a horizontal navigation bar to your site go to Site layout > Change site layout and click on the Horizontal navigation bar

Google Chrome has security features that are particularly useful in the classroom and for students. These features include _____

To help students not accidentally close a tab they're working in, Mr. Rodriguez has them "pin" the tab in Chrome. By pinning the tab, this

A good way to browse the web privately in Google Chrome is to

The Languages settings provide the option to translate webpages using

When setting Startup pages in Google Chrome, users can choose to set the homepage to

Extensions are organized and searchable in the Chrome Web Store just like apps

Google Chrome extensions are

Custom themes for the Google Chrome browser can be added from

Which of the following Google Chrome tools would be helpful when teaching a web development class?

The default viewing window for new tabs in Google Chrome include all of the following EXCEPT

When a student chooses to "Clear all" on the Google Chrome Downloads page, the downloads are removed from the Google Chrome list but remain in the download folder location on the local device

The Chrome Web Store includes all of the following tools for installation EXCEPT

If enabled, Google Cloud Print allows teachers to

When printing from Google Chrome, teachers have all of the following options for output EXCEPT:

A wide range of apps, extensions, and themes can be found in the

With Chrome for Education, you can deploy a private web store with custom and curated apps

The History option in the Google Chrome menu will provide all of the following features EXCEPT:

The Chrome Web Store is available on Firefox as well

Where would a user find the collection of installed Google Chrome apps?

The Zoom option in the Google Chrome menu allows teachers to do all of the following EXCEPT:

Where would a teacher go to add additional Google Chrome users with separate account credentials?

The Appearance option on the Settings page allows for all of the following customizations EXCEPT

Which of the following is NOT a option when clearing browsing data in Google Chrome?

If a student using the "Custom Passphrase Encryption" for Advanced Sync Options forgets the passphrase, all synced data will need to be deleted and reset

When clearing browsing data in Google Chrome, teachers are presented with multiple time ranges to remove including selections since "the beginning of time"

With Chrome, students can sign in to their browser

If a student chooses to sign in to Google Chrome, where can that student access all of his/her Google Chrome information?

When students browse in incognito mode, Google Chrome will store which of the following components in the web history:

There is an option in Google Chrome to save entire webpages to an external storage location

There is a category of Chrome Apps in the Chrome Web Store entitled "Education" that has lots of tools useful in the classroom

Google provides many resources for teachers and students to get additional help for Google Chrome users including

To check the version and status of Google Chrome, a student can navigate to which of the following menu options?

To turn on auto-updates in Google Chrome, a teacher must

When creating an application shortcut from Google Chrome, which of the following is not a destination option for the shortcut?

The Recent tabs menu option in Google Chrome will show teachers a list of recent tabs to revisit AND will show recent tabs from multiple devices that a user is logged into Google Chrome on for anytime, anywhere access

Google Chrome is NOT available for which of the following operating systems

The Chrome app overview window will give all of following details EXCEPT:

Autofill is a time saving feature in Google Chrome that allows users to store

The most efficient way for students to move an existing tab in Google Chrome to a new window is to

With Safe Browsing technology enabled in Google Chrome, if users encounter a website suspected of containing phishing or malware on the web, the user will be directed to restart the browser

In Google Chrome, tabbed browsing allows students to open multiple websites in multiple browsing windows along the bottom of the screen

To rearrange existing tabs in a window, a student can

When a student closes a window in Google Chrome, what components are closed?

In Google Chrome, students are able to set multiple homepages to open at startup for quick access to the important classroom pages

To create a bookmark in Google Chrome students can do all of the following EXCEPT:

To close non-responsive processes or tabs in Google Chrome, a student can use

Which of the following is NOT included as an option in Advanced Sync settings?

The Google Chrome History window will allow students to

The "Bookmark Open Pages" options in Google Chrome menu will save and store all open webpages into a new bookmark folder

This special type of app allows for direct access to and from Google Drive

Using incognito mode allows students to bypass school or district filtering

The Web content feature can be particularly helpful in the classroom because it

The main difference between Google Chrome apps and extensions is

Google Chrome allows users to make any search engine the default for omnibox searches

When signed into Google Chrome, which of the following components will be accessible across devices with Advanced Sync?

A teacher is wary of installing extensions, and wants to see reviews of the extension before she installs it. The most efficient way that she can find a list of reviews for a particular extension is

A Theme is

Users of Google Chrome can add a custom overlay to enhance the look and feel of the browser with

Teachers can check the Google Chrome browser update process at

In spreadsheets, it is possible to chart multiple ranges of data

____ lets you convert images with text into text documents using automated computer algorithms

_____ allows you to align objects with the drawings canvas and other objects

When members are removed from a Google Apps Group, their access to a document shared to the group will NOT change

Students can do all of the following working together in groups in Google Docs EXCEPT

Both the owner and editors of a document can delete the document

When uploading an image from your computer into Drawings, what is the maximum file size?

If a student collaborator duplicates a protected sheet, copies the workbook, or uploads a new version, sheet protection settings will remain intact on the new copies of the document

You must allow offline access for each individual computer where you'd like to view your documents and spreadsheets without an Internet connection

How many students can you have respond to a Google Form? In other words, what is the limit for individual responses to a form?

When students create a new presentation slide, there is only one choice for a slide layout

To add a document to a folder from your docs list, you can do the following

In Drive, people who can edit your document will also be able to share it with additional people unless you change the default settings

Which of the following is not a notification that can be set on a spreadsheet?

Animations can be used to control the sequence in which objects appear on a slide in Google Slides

Which of the following is NOT saved in a document

Unlike Docs, Sheets, and Slides, it is NOT possible to have multiple editors in a Drawing in Google Drive

There are three ways to use text in Google Drawings. Which of the following is not one of those ways?

Students can print the following document types from Google Drive

A student comes to you having deleted 6 of his 12 slides in a presentation. Unfortunately, those slides CANNOT be recovered in the revision history due to slide revision hierarchy

To access your form response spreadsheet from the Edit Form page, click the ____ button.

Google Slides includes a number of transition choices between slides

Simply hit the ____ keys to create a new text document in your Drive

Upon form submission, responses can be collected and displayed immediately in a corresponding spreadsheet

There is a limit on the number of functions in a spreadsheet

There is no limit to the number of people that can edit a spreadsheet at the same time

A student comes to you wanting to enable Offline access in Firefox. This will work because offline access to Google Drive is available from any web browser

In Google Forms, if you select the option "Allow users to edit responses", students can modify their responses as many times as desired

Comments in spreadsheets can only be edited or deleted by the owner of a spreadsheet

The maximum number of sheets a Google Sheets workbook can contain is:

Where can the Web content features on the Settings page be valuable in the classroom?

Students will need a Google account in order to use the Google Chrome sign in features

When projecting a webpage to a class, which browser view is preferable?

The Chrome Extensions page allows students to do all of the following EXCEPT:

Students can use the bookmark bar and folders to manage groups of web pages

What are two sample options in the Privacy Settings on Google Chrome that students can use to protect themselves online?

A student comes to you saying that he reset the browser settings in Google Chrome. He is worried that he has also deleted his bookmarks. It turns out that he has deleted them, because when you reset browser settings you also delete any bookmarks

When assigning students as site owners, teachers need to be aware that students can:

When using Google Sites to publish a classroom newsletter, you can choose different webpage layout, such as 2 columns, from this menu when editing the page

You can edit the sidebar navigation from the Edit Sidebar link in the sidebar or by clicking Manage Site and then Site Layout

With page-level permissions, you could allow all your students to see one set of pages, allow your co-workers to edit another set of pages, and then keep yet another set of pages private only to yourself

It is possible to blacklist an inappropriate gadget from Google Sites

By setting a student's rights to "Can view" access to a site, he/she can upload documents as page attachments

If you have created a standard site template for every student in your domain to use as an individual student portfolio the easiest way to do this is:

Another way to find Sites on your domain is:

Embedding a gadget into Google Sites means you need to change and embed lines of code

If you created a main Google Sites page called "Student Projects" and wanted to add a sub page you would

Google Sites cannot be used to share calendars, pictures, text, videos, presentations, and attachments

Once a student has created a new Google Sites page, it is NOT possible to change the page template

Individuals who have _____ access can add a new post to an announcement page

When creating a new classroom site, which of the following are not options?

You can add a number of items to a Google Sites page using the Insert menu. Which of the following items is not an option?

A site theme impacts:

Once you have shared your site with all of your students, it is not possible to change the sharing settings

Which of the following is NOT an item that can be embedded into a Google Site page

It is possible to embed a video stored within Google Drive in a Google Sites page

If you give your students editing access to a site, they will have the ability to delete the site

If a student wants to add a hyperlink to a spreadsheet cell that shows text instead of the URL, s/he should use the following formula

When a student wants to add an image to a document, which of the following is NOT an option?

In a Google Presentation, you can add a comment to which of the following?

An easy way to insert an image from a webpage is to drag it directly from the source webpage into your presentation

The spell-check tool in Docs can be launched from

Images can be added directly to a doc by _____from the desktop

It is possible to create a new spreadsheet from the mobile version of Google Drive.

Speaker notes are not allowed in presentations in Google Slides

Mr. Jamison is a teacher at a school that just switched to Google Apps. He wants upload and convert his existing documents into Google Drive. which of the following file type(s) can he upload and convert into a document?

_____is a simple, fast-loading view of a spreadsheet, with basic editing, sorting, and filtering capabilities.

Which of the following can a teacher add to a presentation?

Students with the following role(s) can make a copy of any Google Doc, sheet, or slide presentation

When you add a footnote to your document, there will be a footnote marker within the actual document designated by a

The "archive" feature in Gmail moves messages out of your inbox and into your ALL Mail label without deleting anything

One advantage of using Google+ Hangouts vs. Google Talk is

Depending on the type of mobile device you have, you may be able to access your Gmail account via:

If two students are chatting "Off the Record", what does that mean?

In conversation view, messages are stacked with the most recent message on top

You can create an unlimited number of filters

With mail delegation, another person can only read and send messages on your behalf, but CANNOT delete them.

Vacation responder in your Gmail settings will automatically reply to anyone that email you. If that person contacts you again after 4 days and your vacation responder is still on, Gmail will send another vacation response to remind the person that you're away from your email.

In Gmail, Most Contacted in the Contacts window includes the addresses you use most frequently. Gmail automatically updates this list for quick and easy references.

If you no longer want to grant somebody access to your Gmail account, you should:

If you are searching Gmail for a message to Dana or Mark, which of the following Advanced Search operators would work best?

Which of the following is NOT a display density setting in Gmail.

If you've disabled Chat history saving, there will be no record of your chat unless:

Gmail will empty messages from your trash automatically after 30 days, or you can permanently delete messages yourself.

If the guest list for a calendar invite is set to be visible, where can you see all invitees?

As a Google Apps user, if the calendar labs tab is not visible, a domain administrator needs to enable it.

What is one way to create a calendar event that repeats?

When scheduling a calendar event, it is not possible to check guest availability with Google Apps users within your school.

How do you invite guests to a calendar event?

One way to disable SMS notifications for a calendar is to:

Once Calendar Labs is enabled by the domain administrator, all labs are turned on.

In calendar, the Quick Add link lets you:

To use the Find the Time feature, all persons involved must:

You can print a Google Calendar in which view

To set full sharing access to your calendar for only the accounts at your school district

Reminders for ALL Day events are received the day of the event

Only Google Apps for Education domain _____ can create a resource calendar.

To view a lesson plan calendar as a list with blocks of time, click on the day for that lesson, then click on _____view.

Which of these can be used for your calendar offline

For a class calendar, you can share the calendar with parents so they can have visibility into the class schedule

Google Calendar officially supports which two tools for use with screen readers (for visually impaired users)?

SMS notifications are available to all countries and languages supported by Google Apps

To edit a calendar entry:

One way to create a Calendar event is to click on your Google Calendar window and fill in the dialog box. You can then add additional event information by:

It is possible to attach a link to a Google document to a calendar event

There are many public calendars that you can add to your Other Calendars List

Calendar Labs are new _____ features and can at times be unstable.

You are only allowed to have one calendar with your Google Apps for Education account.

To register your mobile phone for SMS message reminder:

Which of the following is not a calendar sharing option with teachers of your same domain?

In order to add event reminders to all events in a school calendar

When you enter someone's email address in the Other Calendar list, all of their calendars will appear in your list.

Copy a calendar entry to another calendar by

You can set up an Appointment Slot when you're viewing Calendar in _____ view or any _____view.

Which of the following is not a way to view and access your class calendar from a mobile phone.

To RSVP to an event directly in your calendar follow these steps.

With multiple calendars, to create an event on one of the calendars:

If you embed a restricted calendar in a public Google Site, everyone will be able to view the calendar date.

If you are looking for an old Chat with a colleague named Chris regarding parent conferences, which of the following is the most accurate search operator to use:

In order to have email adddresses autocomplete in the To: field of Gmail, you must first manually load them as a Contact

A student can create a task from an email in your inbox by:

Office mail will only be available if your Google Apps for Education domain administrator has enabled "Offline Gmail" for your domain

All teachers in Google Apps for Education domain automatically have access to labs regardless of domain administrator settings

If you can't remember the email address or name of a contact and autocomplete is not helping, you can find them by searching for:

Using Gmail, not only can you receive email from different accounts, but you can send mail from those accounts as well

Priority Inbox is a Gmail feature that automatically helps you focus on your most important messages by splitting your inbox into different sections. Which of the following is one of the sections that can be included in your Priority Inbox?

Offline Chrome Apps will run without an Internet connection and inside the the Google Chrome Browser

Offline mail will only be available if your Google Apps for Education domain administrator has enabled "Offline Gmail" for your domain.

The announcement page is page that lists _____.

To search for content within your sites:

When you remove a collaborator from a private document, the change is effective immediately and s/he will no longer have access to the document

If you're using Forms to collect school assignments, you can set an end date or time after which students can no longer submit responses using the Forms feature called 'end time'.

In Drawings, if you're using the latest version of Chrome, Safari, or Firefox, you also have the option of dragging an image from your desktop and drop it directly in the drawing canvas

If a student wants to create a new drawing, s/he can do so from within Docs, Sheets, or Slides

You can use the _____ to copy and paste slides from one presentation to another

Which of the following is NOT a chart type available by default in Google Sheets?

A student wants to use Google Docs to edit some existing work on his hard drive. All of the following file formats can be converted into Google Docs EXCEPT:

The following statements about publishing from Google Drive are true, EXCEPT:

Once a teacher submits a template to the domain's template gallery, she CANNOT make changes or delete the template

Your colleagues want to have the entire 5th grade class (of 150 students) edit a document at the same time. This will work, since up to 150 users can edit a document at the same time.

Teachers can specify which users see which pages of a form by using the option labeled:

The day view displays events for a _____ day. The All Day events will appear at the _____ of the day view.

Your guests don't need to be on Google Calendar or Gmail users to receive and respond to Google calendar invitations

To move a calendar entry from one calendar to another

What is the easiest way to remove a calendar entry?

To cancel a reminder for a single calendar event:

You can view and edit your school Apps Google Calendar events directly in other calendar applications, such as Apple, iCal or Mozilla Sunbird

There is no limit to the number of people you can share your calendar with each day

When embedding a Google Calendar into a Google Site, which of the following can be customized

There is no limit to how many people you can invite to a calendar event

To edit a reminder:

SMS verifications require a verification code to complete setup

In the calendar settings, in order to share a public Google Calendar via a link, for anyone to view select:

A calendar address is the _____ address for a Google Calendar

In order to receive event reminders via SMS, first you need to validate your mobile phone

Anyone can create a new resource for your domain in Calendar for Google Apps

When printing a calendar, which of the following are print options?

By default, the custom view for Google Calendar shows the next _____ days, however the custom view is also customizable

Another way to set your calendar options is by clicking on _____ under your my Calendars list

The only ways to receive event reminders are through SMS messages and emails

The easiest way to schedule a video call with someone through Google Calendar is:

Inviting others to events in your calendar shares your entire calendar with all invitees

It is not possible to view your calendar on your computer while offline

Only school Apps domain _____ can create a resource calendar

To have your Google Calendar information available on your mobile phone's native calendar application you should use the following protocol(s):

If a guest using another mail program (Outlook, Yahoo, Hotmail, etc.) receives a Google Calendar invite, they need to do the following to have their RSVP appear in Google Calendar

To add another person's calendar alongside your own:

Guests can add a note to their invite response

If guests have turned off notifications for new events they will not receive an email invitation even if you click Send

Guests invited to a calendar event can receive updates if any changes are made to that event

It is possible to view free/busy information for people with Google Apps Accounts when scheduling events

To create an All Day event from the Create link on the left hand-side of the calendar you need to:

Which of the following can be sent as an SMS text message to receive calendar information to your phone?

You cannot change the default view of your calendar

Gmail users can RSVP to calendar event invitations directly in the email message

It is possible to create a single event that has multiple start and end times

Once you have received your verification code to your mobile phone, the mobile setup process for SMS reminders is complete

What appears from the "Find a time" tab on the event details page?

You can quickly and easily create a calendar event by right-clicking on the date and time and following the prompts

It is not possible to delete or remove all Notifications for all calendar entries

The best way to clear a task from view in a Task List is:

If you only want people within your organization to know you're not available, you can set which option for your Vacation resopnder?

Which of the following describes conversations in Gmail?

Filters allow teachers to handle their Gmail based on various search criteria. Which of the following is not an option for filters?

Depending on the type of mobile device you have, you can access Gmail via your device's web browser, sync via the device's built in email app, or through the:

If you would prefer to use the mobile browser or email app built into your device, you can still access Gmail via the following with the exception of:

Tasks allow you to easily keep track of things to do within Gmail. Which is not a feature of Tasks?

If you are searching Gmail for a message from your colleague Beth that also has PDF attached, which of the following Advanced Search operators could be used?

Labs in Gmail are:

In a Hangout chat, clicking the gear will expose settings for that conversation. Which of the following is not an option?

Martha, a student, emails you a question about homework. To find her email in Gmail at a later date, you can categorize those emails using:

All of the following are advantages of Google Hangouts for communicating at school except:

Teachers can use Groups in Google Apps to create discussion forums, differentiate instruction and share content with students. Which of the following is a necessary step in creating a Group?

To locate a message that was deleted in your Gmail account within the last 30 days (and assuming the Trash has not been emptied), your search should include the operator:

What feature of Gmail will notify you when a recipient opens an email you've sent?

What does the number in parentheses next to the Inbox label in Gmail indicate?

In order to have an email address autocomplete in the To: field of Gmail, what has to happen first?

Which of the following is not accurate when referring to archiving Gmail messages?

A teacher wants to send her students a large file using Gmail but receives an error when trying to upload it. What is the reason for this?

When Google releases updates to Gmail, and assuming those updates are allowed by the Google Apps administrator for your school, how do you enable them for your account?

Priority Inbox is a Gmail feature that automatically helps you focus on your most important messsages by splitting the Inbox into different sections based on message content. Which of the following is one of the sections that can be included in your Priority Inbox?

What does the Archive feature in Gmail do to selected messages?

If two students are chatting "Off the Record" when using Gmail, what does that mean?

A British teacher has several students in her class recently arrived from another country. The students speak some English, but their parents have a very limited vocabulary. What is the best way she can use the features of Google Apps to communicate the students' progress to the parents?

What Gmail lab allows you to insert pre-formatted content into a message?

The principal at your school wants to be able to quickly identify when she receives messages from the superintendent. How can she accomplish this in Gmail?

Why is the option to "Insert Files using Drive" in a Gmail message instead of attaching a file useful?

When creating your unique Gmail signature, you can insert an image in all of the following ways, except:

If you are searching Gmail for a message to Dana or Mark, which of the following Advanced Search operators would work well?

To access the vacation responder and signature features in Gmail, click the gear icon, then Settings, and select the _____ tab.

When does a group Hangout chat end?

To send a message to any of the contact groups you created in Gmail Contacts, you should:

Gmail Offline is a Google Chrome app that lets you _____ and _____ messages when you do not have an Internet connection.

Besides having no fee, a benefit of Gmail for students is:

If you are unable to see the Labs tab in Gmail Settings, even after restarting the browser, what is the most likely way to resolve the issue?

A clerk in the office would like to be able to have the ability to undo sent messages. Gmail has a feature that:

The following are options for Gmail Offline Sync time frames except:

Gmail features labels for organization of messages. A teacher can create custom labels for classes, correspondence with the school principal, supply orders, etc. in addition to Gmail's _____ labels.

A teacher receives an email from a parent suggesting a time for a meeting to discuss their child's progress in the class. How can the teacher add this suggested event to their Google Calendar?

A school experiences severe weather over the course of several days, causing the school to remain closed for an extended period. What Google communication tool can the teacher use to allow her students to speak with her in real time?

With Gmail for mobile browsers, you can do all of the following except:

In Gmail, each task can only be assigned to:

How can a school customize the look of Gmail and Google Apps for Education to match their school's branding?

In which way can teachers and students categorize Gmail messages?

Messages that are _____ will not receive a reply from the Gmail vacation responder.

When composing an email in the Gmail mobile app, you can add a the CC: and BCC: fields by _____.

Vacation responder in your Gmail settings will automatically reply to anyone that emails you. If that person contacts you again after _____ days and your vacation responder is still on, Gmail will send another vacation response to remind the person that you are away from your email.

What Gmail feature would you use if you wanted to send an instant message to a colleague or student?

How can you manually classify a message as spam in Gmail?

Which of the following is true of Gmail Offline?

When you label one message in a conversation in Gmail, what can you expect to happen to other messages in that same conversation?

Why might a student have difficulty locating a message in Gmail using the search tool?

To view your Hangout history, which system label would you click?

A unique feature of the official Gmail app for iOS is ____.

What can a student use to access Gmail on a Chromebook when he is at home with no Internet access?

Students can use Group chat to chat with ____ other people at the same time

When performing a Gmail search, the results:

A student comes to you stating that she does not have Internet at home. If she composes a message in Gmail's offline mode, what will clicking "Send" do?

If you only want people within your organization to know you're not available, you can set which option for your Vacation responder?

What is a reason that a teacher would start a Google Hangout from Google+ instead of Hangouts from a Gmail account?

Before leaving on vacation, a school principal tries to test offline Gmail knowing that he will have limited Internet connectivity on his trip. He cannot access offline Gmail. What is NOT a possible issue?

A teacher is on a class trip to a mountainous region with no Internet access. She composes a messsage on her tablet to several parents with photos of their children on the trip. What happens to the message when she taps the send button?

You are always using the most up-to-date vesrion

Gmail will empty a message from your Trash automatically. When will the message be emptied if you delete it today?

To move a task from one list to another, you will need to:

A teacher is assigned several classes in World History to begin the school year. How can the teacher organize his messages using labels for these classes?

Why would your school's Google Apps administrator add Google Groups for Business instead of using the default Groups app?

Security and privacy features within Gmail explicitly include all of the following except:

When you delete a contact in Gmail, what else occurs automatically?

What happens to Gmail messages that are moved into Trash?

Before you can begin to chat with a teacher from a school in another country, what must you do in Gmail?

If chat is enabled for your Gmail accont, what can you do with the messages in chat history?

What can students type to access a list of Gmail keyboard shortcuts?

To remove your signature from a single message in Gmail, simply:

In Gmail Settings, a total of _____ star icons can be enabled.

You can currrently share your Google calendar with up to _____ users per day

Which of the following can be sent as an SMS text message to receive Google Calendar information about tomorrow to your phone?

On Google Calendar, how would you create an "All Day" event from the "Create" link on the left hand-side of the calendar?

How would you set full sharing access to your Google Calendar for only the accounts at your school or district?

The default Google Calendar view opens up as which view?

What is the easiest way to remove a Google Calendar event a student has made in error?

What would you select in order to share the calendar for your school's basketball team via a link, for anyone to view?

Which of the following cannot be changed on a Google Calendar if a student has the ability to modify an event:

In Google Calendar, how would you cancel a reminder for a single calendar event:

In Google Calendar, calendar labs are new _____ features, and can at times be unstable.

You can set up an Appointment Slot when you are viewing Google Calendar in _____ view or any _____ view.

To make one of your Google Calendars completely private (not viewable to anyone besides yourself), which calendar settings need to be deselected?

How can Google Calendar remind you about an upcoming faculty meeting?

How can you add a Google Calendar Event from Gmail?

What does the "more details" link of a Google Calendar invite show?

Another way to set your Google Calendar sharing options is by clicking on _____ under your my Calendars list.

Is there a way to embed your Google Calendar into a website if it is another type of Wiki, such as Wikispace?

A teacher wants to share her Google Calendar publicly. She can use all of the following format(s) to share her calendar except:

Why would a teacher want a display their Google Calendar in an agenda view?

What type of Other Calendars are available by default in Google Calendar?

What are all the ways you access and use Google Calendar?

In Google Calendar, what must those using "Find a Time" feature do?

Which of the following choices represent some print options for a calendar?

Who has the ability to assign owners of Google resource calendars?

Ms. Jones would like to use her primary calendar to keep track of personal and school events. What can she do to help categorize her events?

Can Google+ invitations in your Google Calendar be deleted?

If a student had two Google Calendars and wanted to have the same event listed on both, what would he do?

Ms. Smith wants to share her Google Calendar using a link. Where would she find her Google Calendar's URL address?

One way to create a calendar event is to click on your Google Calendar window and fill in the dialog box. What do you need to do to add additional information?

Mr. Myers wants to create a public calendar to keep his students informed about upcoming assignments, but he does not want them to type a link into the browser. What can he do?

When using the official Google Calendar Gadget to embed a Google Calendar into a classroom Google Site, which of the following can be customized?

How can you share your class Google Calendar with parents?

If a principal would like to set up a monthly event for a faculty meeting on the faculty calendar, he/she can:

A teacher is preparing for parent/teacher conferences. She asks for access to a resource calendar. Why?

How would you add "All Day" events in the 'week view' of Google Calendar?

What is one way to create a multi-day calendar event for a class field trip on Google Calendar?

What will the following text typed into Quick Add in Google Calendar create: English 9 Monday at 9:00 am repeats weekly for 40 weeks

Why would a student want to expand their Agenda view in Google Calendar?

What is one reason a teacher, without Google Apps Admin rights, would want to have multiple Google Calendars created?

Is there offline capability with Google Calendar?

How are resources identified inside of event details?

What is an advantage for young children of using Quick Add?

In the _____ calendar settings you can add the _____ to your Google Calendar.

What may be occurring if you are not seeing events appear on your Google Calendar

What would a teacher do if they mistakenly created a recurring event for 20 weeks and only meant to do it for one week?

Which of the following protocol(s) should you use to have your Google Calendar information available on your mobile phone's native calendar application?

Why might you use Google Calendar to keep track of when you are delivering lessons?

What will you see when clicking on the Agenda view in your Google Calendar?

What can a primary school teacher do to make her Google Calendar more interesting for students?

Once a class Google Calendar has been shared, it can be accessed in each of the following ways except:

How would you attach a Google Drive file to a Google Calendar event?

What do the shortcuts d, w, and a represent in Google Calendar

Which of the following is not a Google Calendar shortcut?

Why might you choose to embed your Google Calendar using an iframe instead of the calendar gadget?

Docs: How can a teacher review all stages of the writing process to look back at the document from the very beginning?

Sheets: You have recorded class test results in a spreadsheet. Which feature allows you to automatically calculate your students' average scores?

Slides: How can you see an overview of all of the slides in your presentation?

Docs: A student is doing a report on pyramids in Egypt. How can the student find and insert more information about this topic in a Google Doc, without leaving the document?

Which Google tool can help a teacher collect information from parents, including their email addresses, to improve home and school communication?

Drawings: Which of the following is one way to use Google Drawings in the classroom?

Docs: A school leader has shared a link to a Doc with faculty members. What is one reason they may need to request access to the Doc?

Forms: Which of the following is a way to incorporate a video of a chemical reaction into a quiz for science class?

Sheets: You are editing a class list and want to separate first and last names from one cell into two cells. Which command allows you to do this?

Drive: What are the options in the left-hand navigation menu?

Drive: A teacher has a private file that is too large to email using Gmail. What can she do instead?

Drawings: What is the purpose of the web clipboad in the Edit menu of Drawings?

Drive: How can Google Drive help a teacher to reduce the use of paper in her classroom?

Docs: What option is available to allow a teacher to insert images into a document?

Slides: How can your students embed a presentation on a webpage and share it with the world?

Drive: What are the benefits of using shared folders between students and teachers?

Docs Suite: What sharing permission settings should a student use so that two other students can make changes to a Google Doc and their teacher can leave notes on it?

Docs Suite: What should a teacher do if he is worried about losing access to the Internet during a class project?

Forms: Which of the following question types are available?

Docs Suite: There are a few options to insert an image into a Google Doc. One option allows you to drag the image from your desktop. Which browser is not supported by Google for features like these?

Docs Suite: Teachers can embed YouTube videos in _____ and _____.

Drive: samples of lesson plans, certificates, worksheets, inventory forms, and more?

Drawings: What happens when you hold down the Shift and drag a corner handle to resize an object?

Drive: How can students view a video in Google Drive?

Docs Suite: A student copies a paragraph from a Google Doc to the web clipboard and then deletes the doc. Is the paragraph gone forever?

Forms: After filling out a form, can a student see the answers submitted by everyone else?

Docs Suite: Which visibility would you choose to allow as many people as possible to view a Google Doc (given that your administrator has allowed sharing outside of your domain)?

Drive: If a student deletes a document using the Docs app on a mobile device, what is true about the document in Drive?

Drive: What is the best way for a classroom teacher to easily find specific files shared with her by students?

Sheets: When storing test scores in a spreadsheet, which feature allows you to automatically highlight any cell containing a grade below 80?

Docs Suite: Who can make a copy of a Google Doc?

Slides: On a single slide in a presentation, how can you reveal steps for a science lab process one step at a time?

Drive: How can you browse and connect apps from within Drive?

Slides: What is the best way for a student to create a template of a four-panel comic strip across multiple slides?

Slides: Students are compiling individual slides into a collaborative class presentation. How can the teacher copy these slides into a master presentation?

Forms: A Google Form can auto-generate which of the following in a summary page?

Docs Suite: When accessing docs in a mobile browser, which of the following is true?

Sheets: What is the main purpose for data validation?

Slides: How can you insert videos into a presentation?

Google Forms links collected data to which tool?

Docs Suite: Using an Android smartphone or tablet, a Google Apps user can edit:

Docs Suite: What is the maximum number of email addresses with whom you can share a Google Doc?

Docs Suite: What is displayed in a Google Doc's revision history?

Docs Suite: What feature is very helpful in assessing each student's individual contribution to a group project?

Sheets: How can you tell which cell is currently being edited by another collaborator?

Docs Suite: Can editors publish docs (make public and searchable) to the web?

Docs: What Google Docs feature should two students use to quickly communicate with one another without saving the conversation?

Sheets: You have created a class roster in a spreadsheet. Which feature can allow you to merge this roster with an assignment template made in Docs?

Drive: How can a student convert an assignment from a PDF to a Google Doc?

Sheets: What is a shortcut for inserting formulas directly in a cell, rather than accessing the formula menu?

How can a teacher directly access files they have created in Google Apps for Education

Drive: A student is looking for a document a teacher shared with him and it is not found, how can the student search for the file?

Drive: If a teacher deletes a folder by mistake, how can the teacher retrieve the folder?

Forms: A teacher wants to rearrange the questions on a quiz she is preparing in Google Forms, but is unable to do so. What might be the issue?

Which Google tool can help students best analyze weather temperatures collected over a period of time?

Drive: Why may it be important for a teacher to customize a folder by adding a color?

Docs Suite: If a teacher wants to showcase their students work on the web, what should the teacher do?

Slides: What is the purpose of Speaker Notes in a presentation?

Docs Suite: A school secretary creates a letterhead template in Google Docs for her colleagues to use. Several weeks later, she receives a request from the principal to add a fax number to the template. Which of the following is true in this scenario?

Which Google tool can help students in different schools across the globe work collaboratively to create a presentation?

How do you publish a Google Site to the Template Gallery?

When creating a Google Site, what is one thing to keep in mind abou the "fold" on a website?

Once you have made your Google Site editable for all of your students, how do you change the sharing settings to "View only&qout; for two of the pages?

If you create a newsletter page template for your classes in Google Sites, how do you edit the Page Template after you save it?

What can a student do if they are the site owner?

In Sites, this gadget lets you show new posts from an Annoucement page

Where would you customize the background color of a content area gadget on a Google Site?

If you want your Google Site to be found and accessed only by students and teachers at your organization, and you do not want it to be found on the web, what visibility option should you use?

How do you insert a YouTube Video into a Google Sites page?

What element of Google Sites can a student use to create a list of pages on their site?

In Sites, if you want to allow all your students to see one set of pages, allow your co-workers to edit another set of pages, and then keep yet another set of pages private to yourself all on the same site what should you do?

How can you change a page's location in Google Sites once it has been created?

Can you embed a video of a school function stored within Google Drive into a Google Sites page?

If you can create a Google Site template for you students to use, can you lock them into a theme for their new sites?

What access does a student need to reorganize the pages added to the Google Site sidebar navigation?

What can you do if you are trying to gather information through a Google Site that you wish to keep on file digitally about students in your class, but you do not want them to see each other's responses?

What menu allows you to place gadgets into your Google Site?

What is important to remember to do when embedding a Google Calendar into a public Google Site if you want to share the information with anyone in the world?

How can a teacher reorganize the sidebar navigation for their site?

What can you share using Google Sites?

In Sites, how do you set a page template as the default page for each new page created?

What two modes can you use when embedding a Google spreadsheet chart in a Google Sites page?

How do you allow attachments and comments on specific pages?

What are 2 tools allowing you to edit the way a gadget is displayed on a Google Sites page?

In Sites, how can you share the setup of your File Cabinet page with other editors so they can create something similar?

One of your students deletes a page on their Google Site. How can they recover it?

Of the following, which is NOT editable in the "Edit Site Layout" view in Google Sites?

How can you change the categories and description of a Google Site once it is created?

If a teacher deletes a Google site she is the creator and owner of, can she still recover it?

Page organization is an important part of using Google Sites. If you choose not to use automatic navigation in your navigation menu, can you manually add pages individually to your navigation menu?

What can you create using Google Sites that students can copy to their own similar Sites pages?

If you want to add a Google Group gadget to your Google Sites page, what do you need?

What is the correct sequence for making color and font changes to areas in your Google Site?

How would a teacher provide access to their Google Site via a custom URL for his/her school

What type of Google Site page is designed to organize your files uploaded from your computer's hard drive?

In Sites, if you have a page listing assignments what is a good way to have the assignments appear on your Home page as well, without entering the content all over again?

Which of the following is one of the main elements of a site layout in Google Sites?

How would you create a new subpage off a main Google Sites page?

How do you embed a Google Doc into your classroom's Google Site?

You want to create a standard Google Site for every student in your domain to use as an individual student portfolio. What can you do to save time?

In Sites, what should you do if one of the words in your sidebar navigation is so long it runs to the next line?

How do you add a news gadget to a Google Site?

What can be collected automatically about a Google Apps for Education user when submitting a Form that has been embedded on a Site?

Which of the following customizations can be made when embedding a Google Form into a Google Site?

What are different page types you can create in Google Sites?

Where on a Google Sites does the sidebar appear by default?

In Sites, on a File Cabinet page can you go to a folder and add files from there?

Which is not an option when inserting an image into a Google Sites page?

When a Google Form is embedded into a Google Site, will all changes to the Google Form appear on the Google Site?

In Sites, what settings include Automatic Site navigation?

If a fellow teacher is a site collaborator on your Google Sites can they revert back to a previous version of a Page Template used on that site if they wish?

Which of the following is an item that can be embedded into a Google Site page?

What steps should you follow in order to add a horizontal navigation bar to your Google Site?

In Sites, how many ways are there to add sub-menu navigation links to the sidebar

When creating a new Google Site, is it possible to use a template from the template gallery and then change to a blank template once the site has been created?

What option is available for notifying students, faculty and staff of changes to a Google Site?

Why would a teacher use a file cabinet page on a Google Site?

In Sites, what kind of files can you upload onto a File Cabinet page?

If a student is given "Can View" access to a Google Site, can he/she upload documents as page attachments?

If you wish to have editing access to Google Sites you have created in a Gmail account or non-school related Google account with your Google Apps for Education account, what should you do?

What must a student be aware of when copying events from one Google Calendar to another?

Which of the following is not a Google Calendar sharing option with teachers of your same domain?

What is one way to create a multi-day calendar event for a class field trip on Google Calendar?

What can a teacher do if her administrator wants a quick list of the teacher's lessons from her lesson plan calendar on a particular day?

How can a school administrator make use of Google Calendar to organize faculty meetings?

To find resources that are available within a school domain, a teacher must:

Which of the following cannot be added to a Calendar invite?

Which of the following allows you to schedule a video call with everyone in your personal learning community through Google Calendar?

When editing an event, "More Actions" allows a teacher to:

How would you edit a Notificaiton on Google Calendar?

Can an SMS text notification be set for a Google Calendar event?

How would you add another teacher's Google Calendar alongside your own?

What can a principal do in Google Calendar to allow teachers to view who has been invited to a special award ceremony?

Google Calendar Labs always:

How would you add another teacher's Google Calendar alongside your own?

What is one feature that can only be done on a primary calendar in Google Calendar?

Google Sites pages can be customized by the addition of third party developer applications called

If a team of students wants to create a Google Site page that keeps track of all their tasks on a project which Page Template should they use?

If you have copied a Google Site to a new one, can you still access past versions of your old site on the new one?

In Sites, what mode do you need to be in to add lesson plan files to a File Cabinet page?

When creating a new Google Site, is it possible to use a template from the template gallery and then change to a blank template once the site has been created?

When you create a Page Template in Google Sites, how do you apply it to new pages you make?

If a group of students are made editors of a Google Site, are they able to remove an attachment or comment that they did not upload or create?

What does the More Options section allow you to do when creating a new Google Site?

If you embed a Google Group onto a Google Sites page, who can view the discussion?

What three items can a guest do to an event on Google Calendar by default?

Which option would you choose to view your classroom events in a list?

To help a student find meanings to words in an online article, a teacher may want to suggest:

What does the Downloads option in the Google Chrome menu provide?

Which of the following can be done in Chrome on a mobile device?

How can a user log in to Chrome if they do not have a Gmail account?

In a shared device classroom model, which feature can allow multiple users to access their own Google Account data at the same time?

How is the Search section in Chrome settings particularly helpful in the classroom?

How can students use Chrome extensions to improve vocabulary?

Why is the Web content feature particularly helpful in the classroom?

What can a student do if the text on the Chrome browser navigation menu is too small?

A student finds a reliable yet extensive source on Ancient Egypt searching in Chrome. How can the student quickly locate the section on the page relevant to the Third Intermediate Period?

A student downloads several documents while using Chrome on a desktop. Where can the student find these documents

When printing a document, a student has the option to keep the website URL through the following option:

What is an advantage using Chrome?

What happens when a user chooses to "Clear all" on the Google Chrome Downloads page?

What can a student do to keep their school account secured when using a shared device?

When a student closes a window in Google Chrome, what components are closed?

Why should students use the bookmark feature in Google Chrome?

Which organizational advantage can be achieved through the Bookmark Manager?

A German student wants to research an assignment in his native language, but his browser is set in Spanish. Where does the student customize his Chrome settings to make his research more manageable?

A teacher is concerned about installing extensions, and wants to read reviews of the extension before installing. What is the most efficient way to find reviews?

Which options can be found in the Advanced Sync settings?

What is one benefit of using Chrome to search?

When you sign in to Chrome, what happens automatically?

Where would a teacher go to enable spoken feedback for a visually-impaired student?

What feature can students customize in Chrome using a tablet?

How can using Chrome help a student when a school's device is lost or damaged?

A student wants to return to his original Chrome settings. Why might selecting Reset browser setting not be the best option for this student?

Which option allows a student to bookmark all open tabs to help facilitate the research process?

A user wants to set a theme when using Chrome. Where can the Themes feature be accessed

Students can "pin" a tab in Chrome. What are the benefits of pinning a tab?

How does a student turn on Auto-updates in Google Chrome?

A student wants to use Google Voice Search on their Chrome browser. Where can the student enable voice search?

Google Chrome is available for which of the following operating systems?

Where would you browse to install apps, extensions, and themes?

How can students use Omnibox as a shortcut?

In a shared device classroom model, how would you add another user to Google Chrome?

What are the benefit(s) of using Google Cloud Print?

When sending a webpage to print, a student has all of the following options except:

How can users of Google Chrome add a custom overlay to enhance the look and feel of the browser?

How can students rearrange existing tabs in Google Chrome?

When signed into Google Chrome, which of the following components will be accessible across devices with Advanced Sync?

What is the main difference between a Google Chrome app and an extension?

What extension(s) can a teacher use to help students navigate faster to a long website?

When students browse in Incognito mode, Google Chrome will store which of the following components in the web history?

What app should be recommended to be downloaded for direct access to Google Drive?

A student stopped working because of a non-responsive process or tab in Google Chrome. What should the student do to continue working?

Where would a teacher go to add additional Google Chrome users with separate account credentials?

Where would a student check the version of Google Chrome to see if it is up to date?

Which search operator can be typed in the omnibox to display the correct pronunciation of a word?

What options are available in clearing browsing data in Google Chrome?

During tabbed browsing, what can a user do to allow more space for additional tabs in a window?

What is an advantage of Chrome apps versus a traditional desktop application?

How does a teacher know whether their Google Chrome browser has the latest update?

A student is new to Chrome, where can a teacher direct the student to access tutorials about Chrome without going to a new site?

How can teachers check the Google Chrome browser update process?

Which of the following categories are included in the Chrome Web Store?

A teacher wants to print an essay to a wireless printer from a smartphone, what does the teacher need to do?

A school district has transitioned to the Chrome browser. How can the teachers carry over their previously used bookmarks?

Where should a teacher go in Google Chrome to get additional assistance on how to use the browser?

Where can a student save a shortcut to a website they want to access at a later date?

What tool allows you to add HTML, CSS and Javascript into a Google Sites page?

Which is an alternative way to add a calendar entry in Google Calendar?

How can a teacher customize the view of their calendar from the main Google Calendar window?

How can you view your Google Calendar offline?

How can you add reminders to all events in a Google Calendar

How would you register your mobile phone to receive SMS message reminders regarding your Google Calendar?

What does the "Quick Add" link in Google Calendar allow you to accomplish?

A recurring event is one where-

What are three standard views in your Google Calendar?

Why would a teacher want to set up appointment slots on a Google Calendar?

How do you invite students to a Google calendar event?

Mr. Blakeney's students are starting to think about their future careers and which digital classroom skills they need to develop. Use drag and drop to separate digital classroom skills from traditional ones

Mr. Yarmouth needs to contact a student's parents to congratulate the student on improved progress. However, their first language is German and they are not fully fluent in English. What is

Students should use the right tools for each of their classroom tasks. Match the most appropriate Google tool for each task by moving the rows up and down.

Mr. Swanson's politics students had to create a blog about politics if they were selected to be on the school's student council. One student received a nasty response from an online user she didn't know. What advice should Mr. Swanson give her to overcome this type of response?

Mr. Bailey is a school IT teacher and has heard that he can access support from Google for Education specialists to help him understand and explore the benefits of Google for Education and Chromebooks. Match the different support options he can access with their definitinos by moving the rows up and down.

Mrs. Powell is looking at ways to reduce the amount of printing undertaken in class. How can Google Drive help?

Mr. Kapoor struggles to find inspiration from his peers. What is one benefit of establishing a Personal Learning Network (PLN)?

Mr. Hoffman is using Google Slides to introduce a new class project. He wants to embed and link to Docs, Forms and Drawings in order to make his slides more interactive. Use drag and drop to match the Google app with a way that it can be used within Slides to encourage student participation.

Ms. Jones has divided her class into groups to work on different geography projects. Each group will present their project to the class using Google Slides. What are some benefits of using Slides in the classroom?

Mr. Brixham is the principal at a large school and receives an overwhelming volume of emails from teachers, support staff, students, parents, and the school district governors. He often struggles to find important emails quickly. How can he use the search function in Gmail to locate emails more efficiently?

Ms. Dent wants to use Google Forms and Google Sheets to collect and track different aspects of her students' work. Use drag and drop to show how she could use these Google tools efficiently.

Ms. Villagarcia has been tasked by the principal to improve communcation and discussion between teachers and support staff. What is the most appropriate tool to fulfill this need?

Mr. Bentley finds it easy to use Google Docs, Sheets, and Slides in his classroom as they are very similar to other programs he's used in the past. He overhears his colleague Ms. Bernard talk about using Google Forms as well, but isn't sure how it's relevant in a school environment. Which of the following are relevant uses for Google Forms in education?

Mr. Murakami leaves written notes with motivational quotes for his students by writing them on paper and leaving them in different locations in his classroom. Occasionally his students will claim they didn't get a note or admit they lost it. What can he to do overcome this issue and still send these motivational messages?

Students in your biology class sometimes struggle to understand biological processes, like digestion. What digital activities can help get students more involved in exploring a process?

Ms. Pietersen is the deputy principal in a school split across two sites. She travels regularly between the two sites by bus, but is annoyed with the amount of

time she wastes traveling. She would like to make a better use of her commute time. What can she do?

What is the maximum number of people allowed in a Google Hangout?

More info of other products in:

http://www.certificationanswers.com/en/exams-answers/