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Test Series

Self-Made Assignment-Digital Communication and Collaboration

Google Workspace

Solve this Multiple Choice Questions

1. What is Google Workspace formerly known as?
A) Gmail
B) Microsoft Office
C) G Suite
D) Google Drive
2. Which app is used to send and receive emails?
A) Google Meet
B) Google Sheets
C) Gmail
D) Google Calendar
3. Which Google app is best for planning events and setting reminders?
A) Google Chat
B) Google Calendar
C) Google Docs
D) Google Forms
4. What feature does Gmail use to help write emails faster?
A) Voice typing
B) Smart Compose
C) Auto Zoom
D) Copy-Paste
5. Which app helps you to host or join video calls?
A) Google Sheets
B) Google Docs
C) Google Chat
D) Google Meet
6. Which tool is mainly used for chatting and messaging?
A) Google Drive
B) Google Chat
C) Google Slides
D) Google Calendar
7. Where can you store files like documents, photos, and videos online?
A) Google Docs
B) Google Sheets

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- C) Google Meet
D) Google Drive
8. Which app is used for writing letters and reports?
A) Google Sheets
B) Google Docs
C) Google Slides
D) Google Chat
9. What can you use Google Sheets for?
A) Making videos
B) Organizing data
C) Drawing pictures
D) Reading books
10. What is Google Slides best used for?
A) Sending emails
B) Creating presentations
C) Taking notes
D) Chatting with friends
11. Which Google app is used to create quizzes and surveys?
A) Google Forms
B) Google Slides
C) Google Chat
D) Google Calendar
12. How can you share a Google Form?
A) By text only
B) You cannot share it
C) By sending a link
D) By printing
13. What does Google Translate help you do?
A) Learn science
B) Write long essays
C) Translate languages
D) Take attendance
14. What is one way Google Translate can help you with pictures?
A) Color them
B) Translate text in images
C) Print them

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D) Store them in folders

15. Which file type can you upload to Google Drive?

- A) Only Word files
- B) Only photos
- C) Only text files
- D) Documents, photos, videos, PDFs

