

# Google Certified Educator Level 2 Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. How can educators use comment features in Google Docs during feedback sessions?**
  - A. To provide general feedback at the end of the document**
  - B. To highlight important sections of text**
  - C. To provide specific suggestions and corrections directly on the document**
  - D. To share the document with other educators**
- 2. KMZ files are used in which tool?**
  - A. Google Docs**
  - B. Google Earth**
  - C. Google Sheets**
  - D. Google Slides**
- 3. What is a significant advantage of Google Meet for educators?**
  - A. It supports virtual classrooms with video conferencing**
  - B. It allows the creation of step-by-step guides**
  - C. It offers personalized learning plans**
  - D. It tracks student progress over time**
- 4. How can Google Forms support event registration?**
  - A. By creating forms that only collect contact information**
  - B. By allowing users to create a form that collects RSVPs and participant information**
  - C. By integrating with Google Calendar exclusively**
  - D. By limiting submissions to one entry per event**
- 5. According to Dan Pink, what are the three important factors in being motivated?**
  - A. Mastery, Autonomy, and Purpose**
  - B. Curiosity, Effort, and Reward**
  - C. Organization, Discipline, and Creativity**
  - D. Confidence, Teamwork, and Leadership**

- 6. When using a shared folder, the share settings and permissions of the folder will give all of the contents the same settings**
- A. True**
  - B. False**
  - C. Sometimes true**
  - D. Depends on the folder contents**
- 7. What is the primary use of Google Classroom for teachers?**
- A. To track student grades and attendance**
  - B. To facilitate assignment distribution and communication with students**
  - C. To create online meetings with parents**
  - D. To manage school events and schedules**
- 8. Which of the following Chrome apps will run offline and also works with Google Drive?**
- A. Google Drawings**
  - B. Kami**
  - C. Planetarium**
  - D. PowToon**
- 9. Which advanced Google Sheets function helps in obtaining a list with all duplicate values removed?**
- A. Concatenate**
  - B. Unique**
  - C. Transpose**
  - D. Vlookup**
- 10. Which is true about creating a Google Group with the setting "Only invited users?"**
- A. You must submit specific email addresses for those guardians to join the Group**
  - B. It is an open group accessible to anyone**
  - C. Only the group administrator can join**
  - D. Users can join freely without an invitation**

## **Answers**

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1. C
2. B
3. A
4. B
5. A
6. A
7. B
8. B
9. B
10. A

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## **Explanations**



**1. How can educators use comment features in Google Docs during feedback sessions?**

- A. To provide general feedback at the end of the document**
- B. To highlight important sections of text**
- C. To provide specific suggestions and corrections directly on the document**
- D. To share the document with other educators**

Utilizing comment features in Google Docs allows educators to provide specific suggestions and corrections directly on the document. This method enhances the feedback process by making it context-specific, which helps students understand exactly what needs to be addressed and where. Rather than giving general feedback that may not directly correlate to particular areas of the text, comments can be placed at precise points within the document. This targeted approach not only clarifies the feedback but also encourages more meaningful revisions and engagement from students. It fosters a collaborative environment where students can ask questions or seek further clarification on specific points, promoting an interactive learning experience.

**2. KMZ files are used in which tool?**

- A. Google Docs**
- B. Google Earth**
- C. Google Sheets**
- D. Google Slides**

KMZ files are used in Google Earth, which is a virtual globe and geographic information program. The KMZ data format is exclusive to Google Earth and is used to store map visuals and data information. Google Docs, Sheets, and Slides are all part of the Google Workspace suite, but they do not use KMZ files. Additionally, KMZ files cannot be opened or viewed in these other tools.

**3. What is a significant advantage of Google Meet for educators?**

- A. It supports virtual classrooms with video conferencing**
- B. It allows the creation of step-by-step guides**
- C. It offers personalized learning plans**
- D. It tracks student progress over time**

A significant advantage of Google Meet for educators is its ability to support virtual classrooms through video conferencing. This feature facilitates real-time interaction between teachers and students, making it ideal for remote learning or hybrid classroom settings. With features such as screen sharing, breakout rooms, and the ability to record sessions, Google Meet enhances the teaching and learning experience by allowing educators to deliver lessons, engage students in discussions, and provide immediate feedback. This interactive platform helps maintain the connection between students and teachers even when they are not physically present in the same location, promoting a more cohesive learning environment.

#### 4. How can Google Forms support event registration?

- A. By creating forms that only collect contact information
- B. By allowing users to create a form that collects RSVPs and participant information**
- C. By integrating with Google Calendar exclusively
- D. By limiting submissions to one entry per event

Google Forms is well-suited for event registration because it allows users to create customized forms that can gather essential information such as RSVPs, participant details, preferences, and additional comments—providing a comprehensive approach to managing event attendance. This flexibility enables event organizers to ask specific questions tailored to their needs, such as meal preferences, session choices, or specific interests. While collecting only contact information can be part of the event registration process, it does not encompass the full range of data that organizers may require. Integrating with Google Calendar is useful for scheduling purposes but does not directly relate to the comprehensive data collection capabilities of Google Forms during the registration phase. Limiting submissions to one entry could be a feature of Forms, but without the ability to gather detailed RSVP and participant information, it falls short of addressing the broader needs of event management. Therefore, being able to collect detailed RSVPs and participant information is what makes Google Forms a powerful tool for event registration.

#### 5. According to Dan Pink, what are the three important factors in being motivated?

- A. Mastery, Autonomy, and Purpose**
- B. Curiosity, Effort, and Reward
- C. Organization, Discipline, and Creativity
- D. Confidence, Teamwork, and Leadership

According to Dan Pink, the three important factors in being motivated are Mastery, Autonomy, and Purpose. These three elements are crucial in fostering intrinsic motivation in individuals. Mastery refers to the desire to continually improve and develop skills. Autonomy involves having the freedom and independence to make choices and decisions about one's work. Purpose relates to having a sense of meaning and feeling that one's work is contributing to something greater than oneself. Together, these factors can drive individuals to be more engaged, productive, and motivated. The other options are not supported by Dan Pink's research on motivation and are therefore incorrect.

**6. When using a shared folder, the share settings and permissions of the folder will give all of the contents the same settings**

**A. True**

**B. False**

**C. Sometimes true**

**D. Depends on the folder contents**

When using a shared folder, the statement that "the share settings and permissions of the folder will give all of the contents the same settings" is true. When you share a folder in Google Drive, the permissions you set for the folder apply to all the files and subfolders within that shared folder. This means that if you give someone view access to the shared folder, they will also have view access to all the files and folders inside it. Conversely, if you restrict edit access to the folder, the same restrictions will apply to all the contents within the folder. Therefore, the correct answer is A.

**7. What is the primary use of Google Classroom for teachers?**

**A. To track student grades and attendance**

**B. To facilitate assignment distribution and communication with students**

**C. To create online meetings with parents**

**D. To manage school events and schedules**

The primary use of Google Classroom for teachers is to facilitate assignment distribution and communication with students. This platform is specifically designed to streamline the class workflow. It allows teachers to create and manage assignments easily, provide feedback, and maintain a clear line of communication with their students. Through Google Classroom, educators can post announcements, share resources, and send messages directly to students, which promotes engagement and helps keep everyone informed about class activities. Additionally, the ability to assign tasks digitally and review student submissions simplifies the grading process and reduces paper usage, making it a practical choice for modern educational environments. While tracking grades and attendance, hosting meetings with parents, and managing school events may be vital aspects of school administration, they are not the primary functions of Google Classroom. This platform focuses more on enhancing the learning experience within the classroom by improving how teachers interact with students and manage assignments.

**8. Which of the following Chrome apps will run offline and also works with Google Drive?**

**A. Google Drawings**

**B. Kami**

**C. Planetarium**

**D. PowToon**

The Kami Chrome app works with Google Drive and can be used offline. Google Drawings, as well as Planetarium, require an internet connection to function. PowToon is not a Chrome app and therefore cannot be used offline.

**9. Which advanced Google Sheets function helps in obtaining a list with all duplicate values removed?**

- A. Concatenate**
- B. Unique**
- C. Transpose**
- D. Vlookup**

The Unique function is used specifically for creating a list without any duplicate values. Option A, Concatenate, is used for combining multiple cells into one cell and has no effect on removing duplicates. Option C, Transpose, is used for exchanging rows and columns and has no effect on removing duplicates. Option D, Vlookup, is used for searching and retrieving specific data, again with no effect on removing duplicates. Therefore, B is the most appropriate answer as it is the only function among the options that is specifically designed for removing duplicates in a list.

**10. Which is true about creating a Google Group with the setting "Only invited users?"**

- A. You must submit specific email addresses for those guardians to join the Group**
- B. It is an open group accessible to anyone**
- C. Only the group administrator can join**
- D. Users can join freely without an invitation**

When creating a Google Group with the setting "Only invited users," the correct statement is that specific email addresses for the invited users need to be submitted for them to join the group. This setting restricts access to only those users who have been invited and prevents others from freely joining without an invitation. Option B is incorrect because setting the Google Group to "Only invited users" does not make it an open group accessible to anyone. Option C is incorrect because with this setting, users who have been invited can join the group, not just the group administrator. Option D is incorrect because users cannot freely join without an invitation when the group setting is set to "Only invited users."