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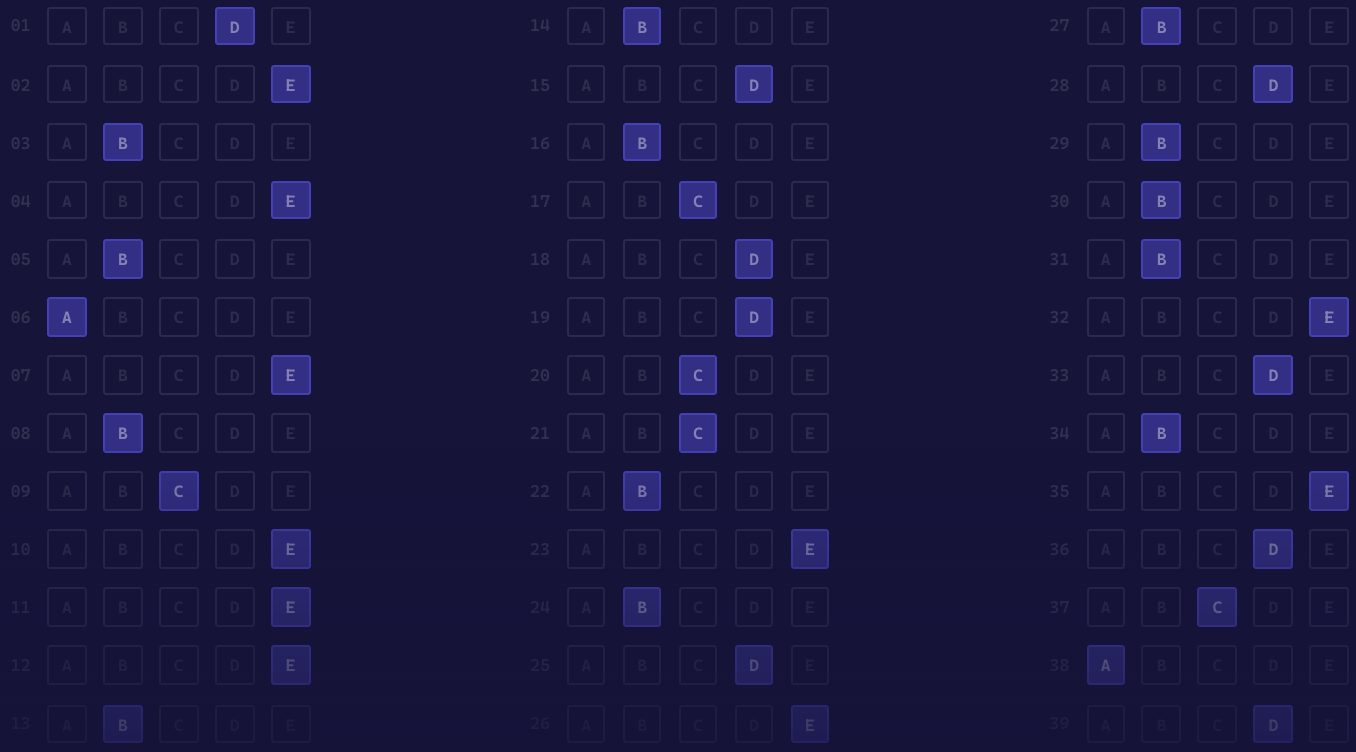

PRACTICE QUESTIONS

Isograd – TOSA Certification

GDCEN

Tosa Google Docs (EN)

EDITION	QUESTIONS	FORMAT
Demo	9	Limited Edition PDF

WEB www.mometrix.net

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Before you begin

What this is

9 practice questions for Isograd – TOSA Certification `GDCEN`, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, `GDCEN`
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

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QUESTION 1 SINGLE CHOICE

A user is preparing a report in Google Docs and wants the document title to appear as a styled element rather than a Heading 1. Which style should be applied to the title text?

A Heading 1

B Heading 2

C Title

D Normal text

ANSWER C

WHY Google Docs provides a built-in 'Title' paragraph style specifically for the document title. It is distinct from 'Heading 1': the Title style is used for the first prominent heading of the document, while Heading 1 is used for the first-level section heading. Applying the Title style ensures the title is recognized as such and behaves correctly with features such as the table of contents and outline.

QUESTION 2 SINGLE CHOICE

Before printing a Google Doc, an administrator needs the document to fit more content on a single page. Which setting on the Print screen should be modified?

A Scale

B Margins

C Orientation

D Page color

ANSWER A

WHY The Scale option on the Google Docs Print screen allows the user to enlarge or shrink the on-page representation of the document. Reducing the scale (e.g., from 100% to 80%) lets more content fit on a printed page. While margins, orientation, and paper size influence the printable area, Scale is the direct setting used to compress more content onto each page.

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QUESTION 3 MULTIPLE CHOICE

Which of the following items can be inserted into a Google Doc from the Insert menu? (Choose two.)

- **A** **Table**
- **B** Pivot table
- **C** **Chart**
- **D** Macro

ANSWER **A** · **C**

WHY Google Docs supports inserting tables and charts directly from the Insert menu. Pivot tables are a spreadsheet feature offered by Google Sheets, not Google Docs. Macros are not a documented Insert menu feature in Google Docs.

QUESTION 4 SINGLE CHOICE

An editor wants to ensure that a body of text always stands out from the surrounding content and uses the largest visual weight available through a built-in paragraph style. Which paragraph style achieves this?

- **A** **Heading 1**
- **B** Heading 2
- **C** Heading 3
- **D** Subtitle

ANSWER **A**

WHY Heading 1 is the largest built-in heading paragraph style in Google Docs, exceeding Heading 2, Heading 3, and Subtitle in visual weight. The Title style is larger but is intended for the document title rather than prominent body content.

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QUESTION 5 SINGLE CHOICE

A team member needs to view a Google Doc, leave comments, and suggest edits without permanently altering the original text. Which permission level should the document owner assign?

A Viewer

B Commenter

C Editor

D Owner

ANSWER B

WHY The Commenter role lets a user view the document and add comments. If Suggesting mode is used by an Editor, suggestions are tracked changes rather than comments, but a Commenter is the level that explicitly grants comment-making rights without edit rights. Viewer cannot interact at all, and Editor can modify content directly.

QUESTION 6 SINGLE CHOICE

A collaborator wants to revert the document to a version from three days ago. What should they open to access earlier versions?

A File > Version history > See version history

B File > Page setup

C Tools > Explore

D View > Show outline

ANSWER A

WHY Google Docs stores all prior versions and names them with timestamps and author names. The Version history submenu contains 'See version history', which opens the right-side panel listing every saved revision. From there the user can restore any prior version or name versions for clarity.

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QUESTION 7 MULTIPLE CHOICE

Which actions can a document owner perform on comments in a Google Doc? (Choose two.)

A **Resolve a comment**

B **Delete a comment**

C Convert a comment into a macro

D Pin a comment to a global feed outside the document

ANSWER **A** · **B**

WHY Owners (and Editors) can resolve and delete comments directly from the comment thread in Google Docs. There is no feature for converting comments into macros in Google Docs, and comments cannot be pinned to a location outside the document.

QUESTION 8 SINGLE CHOICE

A user wants the first list item to start with the number 5 instead of 1 in a Google Docs numbered list. Which option should they use?

A **Format > Bullets & numbering > List options > Start at: 5**

B Insert > Header & page number

C Tools > Preferences

D View > Show ruler

ANSWER **A**

WHY Google Docs allows customizing numbered lists through Format > Bullets & numbering > List options, where 'Start at' can be set to any value, allowing lists to begin at any number such as 5. The other menus do not offer this capability.

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QUESTION 9 SINGLE CHOICE

Where can the Explore tool be found in Google Docs?

A Insert > Drawing

B Tools > Explore

C File > New

D Add-ons > Manage add-ons

ANSWER **B**

WHY The Explore tool opens the research and web-search panel and is accessed from Tools > Explore in Google Docs. The Drawing menu item inserts drawings, File > New creates a new document, and Add-ons > Manage add-ons handles extensions rather than research.

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