CHAMBER OF COMMERCE AND INDUSTRY VESZPRÉM

EQUALINE

PERSONAL training

VETech

VETech toolkit

VETech – Digital skills for tomorrow's SMEs | 2024-2-HU01-KA210-VET-000295830

QUESTIONNAIRE

https://forms.gle/41sF6cWQhekUnwUw8

Name of the tool: Online collaboration
Specific tool: Google services (Google account)
Level: Beginner

Target group: VET Trainers

1. **Which of the following is NOT an advantage of online collaboration?**
   a) Flexibility and time savings
   b) Real-time communication
   c**) Decreased data security risks**

2. **What is Google Forms used for?**
   a) Providing online storage for files
   b) Creating surveys, quizzes, and forms and collecting responses automatically
   c) Automatically booking appointments in Calendar

3. **How can you set a deadline for completing a Google Forms quiz?**
   a) Send an email to respondents with the deadline
   b) All forms can only be filled out between 6:00 AM and 11:59 PM
   c) Set a timed closure using an external add-on

4. **How can you add a new section in Google Forms?**
   a) By clicking the "Add section" icon
   b) By uploading a new Google Document
   c) Through the "Responses" tab

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5. **What does sectioning mean in practice?**
   a) Every respondent fills out the same questionnaire regardless of their answers
   b) Different respondents (e.g., teachers and students) receive different questions
   c) The form randomly changes the order of questions

6. **How can you share a Google Calendar event with others?**
   a) You can only send a screenshot of it
   b) Invite them via email when editing the event
   c) First make the calendar public

7. **How can you create a new event in Google Calendar?**
   a) Only possible in the mobile app
   b) Click on the desired time slot and fill in the event details
   c) Only by sending an invitation via email

8. **What can you do if meeting participants cannot clearly see a presentation?**
   a) Ask participants to refresh their browser
   b) Stop sharing and share your screen again
   c) Switch to full-screen sharing or share only the presentation window

9. **How can you send the Google Meet link to participants in advance?**
   a) It can only be shared a few minutes before the meeting
   b) Create a new meeting from the Meet homepage, copy the link, and send it
   c) Send the link generated from the Google Calendar event via email

10. **Which of the following is NOT a Google Meet feature?**
    a) Screen sharing
    b) Sending reactions (e.g., likes)
    c) Real-time collaborative document editing

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