

VETech toolkit

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

QUESTIONNAIRE

<https://forms.gle/3Znew7md9yB1jDBW6>

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

Target group: Small and medium enterprises (SMEs)

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**