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We learned that a majority of the candidates for the Associate-Google-Workspace-Administrator exam are office workers or students who are occupied with a lot of things, and do not have plenty of time to prepare for the Associate-Google-Workspace-Administrator exam. Taking this into consideration, we have tried to improve the quality of our Associate-Google-Workspace-Administrator Training Materials for all our worth. Now, I am proud to tell you that our Associate-Google-Workspace-Administrator study dumps are definitely the best choice for those who have been yearning for success but without enough time to put into it.

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## Google Associate-Google-Workspace-Administrator Exam Syllabus Topics:

| Topic | Details |
|-------|---------|
|       |         |

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|---|---|
| Topic 1 | • Configuring Services: This section of the exam evaluates the expertise of IT Systems Engineers and emphasizes configuring Google Workspace services according to corporate policies. It involves assigning permissions, setting up organizational units (OUs), managing application and security settings, and delegating Identity and Access Management (IAM) roles. The section also covers creating data compliance rules, applying Drive labels for data organization, and setting up feature releases such as Rapid or Scheduled Release. Candidates must demonstrate knowledge of security configurations for Google Cloud Marketplace applications and implement content compliance and security integration protocols. Furthermore, it includes configuring Gmail settings such as routing, spam control, email delegation, and archiving to ensure communication security and policy alignment across the organization. |
| Topic 2 | • Data Access and Authentication: This section of the exam evaluates the capabilities of Security Administrators and focuses on configuring policies that secure organizational data across devices and applications. It includes setting up Chrome and Windows device management, implementing context-aware access, and enabling endpoint verification. The section assesses the ability to configure Gmail Data Loss Prevention (DLP) and Access Control Lists (ACLs) to prevent data leaks and enforce governance policies. Candidates must demonstrate an understanding of configuring secure collaboration settings on Drive, managing client-side encryption, and restricting external sharing. It also covers managing third-party applications by controlling permissions, approving Marketplace add-ons, and deploying apps securely within organizational units. Lastly, this section measures the ability to configure user authentication methods, such as two-step verification, SSO integration, and session controls, ensuring alignment with corporate security standards and compliance requirements. |
| Topic 3 | • Managing Objects: This section of the exam measures the skills of Google Workspace Administrators and covers the management of user accounts, shared drives, calendars, and groups within an organization. It assesses the ability to handle account lifecycles through provisioning and deprovisioning processes, transferring ownership, managing roles, and applying security measures when access needs to be revoked. Candidates must understand how to configure Google Cloud Directory Sync (GCDS) for synchronizing user data, perform audits, and interpret logs. Additionally, it tests knowledge of managing Google Drive permissions, lifecycle management of shared drives, and implementing security best practices. The section also focuses on configuring and troubleshooting Google Calendar and Groups for Business, ensuring proper access control, resource management, and the automation of group-related tasks using APIs and Apps Script. |
| Topic 4 | • Troubleshooting: This section of the exam measures the skills of Technical Support Specialists and focuses on identifying, diagnosing, and resolving issues within Google Workspace services. It tests the ability to troubleshoot mail delivery problems, interpret message headers, analyze audit logs, and determine root causes of communication failures. Candidates are expected to collect relevant logs and documentation for support escalation and identify known issues. The section also evaluates knowledge in detecting and mitigating basic email attacks such as phishing, spam, or spoofing, using Gmail security settings and compliance tools. Additionally, it assesses troubleshooting skills for Google Workspace access, performance, and authentication issues across different devices and applications, including Google Meet and Jamboard, while maintaining service continuity and network reliability. |
| Topic 5 | • Supporting Business Initiatives: This section of the exam measures the skills of Enterprise Data Managers and covers the use of Google Workspace tools to support legal, reporting, and data management initiatives. It assesses the ability to configure Google Vault for retention rules, legal holds, and audits, ensuring compliance with legal and organizational data policies. The section also involves generating and interpreting user adoption and usage reports, analyzing alerts, monitoring service outages, and using BigQuery to derive actionable insights from activity logs. Furthermore, candidates are evaluated on their proficiency in supporting data import and export tasks, including onboarding and offboarding processes, migrating Gmail data, and exporting Google Workspace content to other platforms. |

# Google Associate Google Workspace Administrator Sample Questions (Q100-Q105):

**NEW QUESTION # 100**
Your company's legal department has issued a litigation hold that requires you to preserve all data related to a specific project. You

need to ensure that all data for this project, including emails, documents, and chats, are preserved indefinitely and cannot be deleted by users. What should you do?

- A. Set up a retention rule in Google Vault that retains all data from Gmail and Drive indefinitely.
- B. Export all project related data from Google Workspace and store the data in a separate, secure location.
- C. Assign an Archived User license to all users involved in the project.
- D. Create a hold in Google Vault that includes all users and data sources associated with the project.

**Answer: D**

Explanation:
To preserve all data related to the project, including emails, documents, and chats, and to prevent it from being deleted by users, you should create a hold in Google Vault. A hold ensures that data is preserved indefinitely, regardless of user actions, and applies to the users and data sources (such as Gmail, Drive, and Chats) associated with the project. This is the most efficient and compliant way to meet the litigation hold requirements.

**NEW QUESTION # 101**
Your organization has hired temporary employees to work on a sensitive internal project. You need to ensure that the sensitive project data in Google Drive is limited to only internal domain sharing. You do not want to be overly restrictive. What should you do?

- A. Turn off the Drive sharing setting from the Team dashboard.
- B. Create a Drive DLP rule, and use the sensitive internal Project name as the detector.
- C. Configure the Drive sharing options for the domain to internal only.
- D. Restrict the Drive sharing options for the domain to allowlisted domains.

**Answer: C**

Explanation:
By configuring the Drive sharing options for your domain to "internal only," you ensure that sensitive project data is restricted to your organization's internal users. This prevents any external sharing while allowing your team members to collaborate freely within the organization. It strikes the right balance between maintaining security and avoiding unnecessary restrictions on collaboration.

**NEW QUESTION # 102**
Your organization needs an approval application for purchases where a user can enter information on the purchase required and then submit it for management approval. You need to suggest a solution to create the application that must be available on both the web and mobile devices. Your organization does not have software developers or the budget to hire a third party. What should you do?

- A. Suggest that the organization continue to approve requests manually until budget is available to use a third-party application provider.
- B. Suggest that the organization use AppScript to create forms linked to a Google Sheet to store the purchase data.
- C. Suggest that the organization develop an application internally with a database, a backend service for data retrieval, and a frontend service for the application's user interface.
- D. Suggest the organization use AppSheet to create the application.

**Answer: D**

Explanation:
AppSheet is a no-code platform that allows users to create custom applications without the need for software development skills. It is capable of building applications that can be used both on the web and mobile devices. AppSheet would allow the organization to create the approval application efficiently, meeting the requirements of the purchase process, and would be a cost-effective solution that does not require hiring developers or using a third-party application provider.

**NEW QUESTION # 103**
You work for a multinational organization. Employees in several office buildings are experiencing issues with Google Voice, including dropped calls and poor call quality. You need to quickly determine whether this is a localized issue or a broader Google Voice service disruption. What should you do?

- A. Check the Google Workspace Updates blog for announcements about Google Voice issues.
- B. Check the Google Workspace Status Dashboard for reported service outages or disruptions.
- C. Verify whether users in the affected buildings have been assigned Google Voice licenses.
- D. Use the security investigation tool to search user log events for "Call failed", and analyze packet loss data.

**Answer: B**

Explanation:
When multiple users across different office buildings experience issues with a Google Workspace service like Google Voice (dropped calls, poor call quality), the first and most efficient step to determine if it's a widespread service disruption or a localized issue is to check the official Google Workspace Status Dashboard. This dashboard provides real-time and historical information on the status of all Google Workspace services.
Here's why the other options are less effective as the first step:
A . Verify whether users in the affected buildings have been assigned Google Voice licenses. If users are experiencing issues like dropped calls, it implies they have licenses and can generally access the service. A licensing issue would likely prevent them from using Google Voice at all, not just lead to poor quality. This would be a troubleshooting step if the dashboard shows no outage and individual users can't use the service at all.
C . Check the Google Workspace Updates blog for announcements about Google Voice issues. The Updates blog is for new features, policy changes, and sometimes post-mortems of past major incidents, but it's not a real-time status indicator for current outages. The Status Dashboard is designed for this immediate check.
D . Use the security investigation tool to search user log events for "Call failed", and analyze packet loss data. The security investigation tool is excellent for detailed forensic analysis of specific user activities and security events. While it could eventually reveal packet loss or call failure events, it's a time-consuming investigative tool. Before diving into granular logs, you first need to rule out a broader service outage that would affect many users. If the Status Dashboard shows no issues, then using the investigation tool to look at specific user logs is a valid next step for localized troubleshooting.
Reference from Google Workspace Administrator:
Google Workspace Status Dashboard: This is the primary and official source for real-time information on the status of Google Workspace services. It is designed precisely for checking widespread outages or disruptions.

**NEW QUESTION # 104**
Your organization is about to conduct its biannual risk assessment. You need to help identify security risks by quickly reviewing all security settings for Gmail, Drive, and Calendar. What should you do?

- A. In the reporting section of the Admin console, review the Gmail, Drive, and Calendar reports.
- B. In each individual organizational unit (OU), review the security settings.
- C. In the Google Admin console, review the security health page.
- D. In the alert center, review all of the alerts.

**Answer: C**

Explanation:
The security health page in the Google Admin console provides an overview of security settings and highlights potential risks across various services, including Gmail, Drive, and Calendar. This page offers a consolidated view of the security posture of your organization, making it the most efficient option for quickly identifying security risks in preparation for a risk assessment.

**NEW QUESTION # 105**
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