

Google Associate-Google-Workspace-Administrator Questions To Complete Your Preparation



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

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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 2	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 4	<ul style="list-style-type: none"> • 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.
Topic 5	<ul style="list-style-type: none"> • 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.

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Google Associate Google Workspace Administrator Sample Questions (Q88-

Q93):

NEW QUESTION # 88

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

Answer: B

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 # 89

Your organization allows employees to use their personal mobile devices to check their work emails. You need to remove the employee's work email data from their phone when they leave the organization. What should you do?

- A. Set up data protection rules to prevent data sharing externally.
- B. Set up 2SV authentication on the devices.
- C. Set up basic mobile management on the devices.
- **D. Set up advanced mobile management on the devices.**

Answer: D

Explanation:

With advanced mobile management, you can remotely manage and wipe work-related data from personal devices when an employee leaves the organization. This includes the ability to enforce policies such as requiring a password to access the device, remotely wiping corporate data, and managing access to work resources without affecting the personal data on the device. This solution provides the necessary tools to ensure data security and compliance.

NEW QUESTION # 90

Your organization handles a significant amount of sensitive customer data and must follow strict industry regulations. To meet an upcoming compliance deadline, you need to quickly implement a solution that automatically classifies files stored in Google Drive based on the content of files.

What should you do?

- A. Add users into organizational units (OUs). Configure default file classification in Drive for the desired OUs.
- **B. Create data loss prevention (DLP) rules for Drive. Configure the rules to apply Drive labels based on content.**
- C. Implement a third-party data governance tool that integrates with Drive and provides advanced classification capabilities.
- D. Apply Drive labels based on content. Use Google Vault to create retention rules based on Drive labels, ensuring that data is kept for the required duration.

Answer: B

Explanation:

Data loss prevention (DLP) rules in Google Workspace allow you to automatically classify and label files in Google Drive based on their content, such as identifying sensitive customer data.

This ensures compliance by applying the appropriate classification to files as they are stored, allowing you to quickly meet the compliance deadline while automating the classification process based on predefined criteria.

NEW QUESTION # 91

External sharing at your company is only permitted for the sales and marketing department. Engineering is not allowed to share externally. You need to configure the sharing settings to comply with this policy. What should you do?

- A. Create separate shared drives for each department with different external sharing settings.
- B. Use a data loss prevention (DLP) solution to control external sharing based on user groups.
- **C. Create organizational units (OUs) for each department. Configure different external sharing settings for each OU.**
- D. Configure Drive trust rules to restrict the engineering department from sharing externally.

Answer: C

Explanation:

By creating separate organizational units (OUs) for each department, you can apply different external sharing settings based on the department's requirements. For example, you can configure the sales and marketing department's OU to allow external sharing, while configuring the engineering department's OU to restrict external sharing. This approach allows you to enforce departmental policies efficiently without impacting other departments.

NEW QUESTION # 92

Your company has offices in several different countries and is deploying Google Workspace.

You're setting up Google Calendar and need to ensure that, when a user is creating a Google Calendar event, rooms are suggested in a nearby office. What should you do?

- **A. Add your users to organizational units (OUs) by location. Add room resources to the corresponding OUs.**
- B. Restrict room sharing to a dynamic group based on user location.
- C. Add your users to Google Groups by location. Add room resources to the corresponding groups.
- D. Assign building ID, floor name, and floor section to define users' work locations based on defined buildings and rooms.

Answer: A

Explanation:

To ensure that Google Calendar suggests nearby office rooms when a user creates an event, you need to associate both the users and the room resources with their respective locations within the Google Workspace organizational structure. The most effective way to do this is by organizing users into organizational units (OUs) based on their location and then associating the room resources with the corresponding OUs.

NEW QUESTION # 93

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