

Latest Associate-Google-Workspace-Administrator Mock Exam & Latest Associate-Google-Workspace-Administrator Exam Preparation



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

Topic	Details
Topic 1	<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 2	<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 3	<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.
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"> 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.

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Google Associate Google Workspace Administrator Sample Questions (Q45-Q50):

NEW QUESTION # 45

During a recent Google Meet video conference, several employees reported that they could not hear the presenters. The presenters confirmed that their laptops' microphones were working. The affected employees were all using company-issued laptops. You need

to quickly diagnose the source of the issue. What should you do first?

- A. Check if Context-Aware access rules were set to prevent Meet access from the user's network location.
- **B. Verify that the audio drivers on the affected laptops are up-to-date and functioning correctly.**
- C. Check the Admin console to determine whether there are recent Meet-related notifications or alerts.
- D. Use the Meet quality tool for each affected user to analyze their microphone settings and configurations during the meeting.

Answer: B

Explanation:

Since the presenters' microphones are working, the issue likely lies with the affected employees' laptops. The first step in diagnosing the problem is to verify that the audio drivers on the affected laptops are up-to-date and functioning correctly. Outdated or malfunctioning audio drivers can cause issues with hearing sound during video conferences. Once the drivers are confirmed to be functional, further troubleshooting steps can be taken if necessary.

NEW QUESTION # 46

An employee is leaving your company and has numerous files stored in My Drive. Their manager wants to retain access to these files. You need to offboard the departing employee's Google Workspace account while ensuring that the manager can still access the files while following Google-recommended practices. What should you do?

- A. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.
- B. Instruct the departing employee to share their My Drive folder with the manager before leaving. Delete the Google Workspace account on the departing employee's last day.
- **C. Transfer ownership of the departing employee's files to the manager during the user deletion process.**
- D. Download the departing employee's Drive data by using Google Takeout. Upload the data to the manager's Drive before deleting the departing employee's Google Workspace account.

Answer: C

Explanation:

Transferring ownership of the departing employee's files to the manager ensures that the manager retains access to all the files, including those stored in My Drive, without requiring additional steps like downloading or sharing files. This method follows Google-recommended practices and ensures that the files remain under proper management even after the employee's account is deleted. This process can be done efficiently during the offboarding process to ensure continuity of access.

NEW QUESTION # 47

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- **C. Transfer ownership of the departing employee's files to the manager during the user deletion process.**
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Explanation:

Transferring ownership of the departing employee's files to the manager ensures that the manager retains access to all the files, including those stored in My Drive, without requiring additional steps like downloading or sharing files. This method follows Google-recommended practices and ensures that the files remain under proper management even after the employee's account is deleted. This process can be done efficiently during the offboarding process to ensure continuity of access.

NEW QUESTION # 48

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 use AppScript to create forms linked to a Google Sheet to store the purchase data.
- **B. Suggest the organization use AppSheet to create the application.**
- 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 that the organization continue to approve requests manually until budget is available to use a third-party application provider.

Answer: B

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 # 49

You manage Chrome Enterprise browsers for your large organization. You want to ensure that specific extensions are automatically installed on all managed Chrome Enterprise browsers. What should you do?

- A. Publish the extensions in the Chrome Web Store.
- B. Allowlist the specific Chrome browser extensions.
- **C. Force-install the extensions through Chrome browser policies.**
- D. Configure a script to deploy the extensions upon user login.

Answer: C

Explanation:

Using Chrome browser policies, you can force-install specific extensions on all managed Chrome Enterprise browsers. This ensures that the desired extensions are automatically installed on users' browsers without requiring manual installation. This approach is the most efficient and scalable solution for managing extensions across a large organization.

NEW QUESTION # 50

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