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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 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 (Q50-Q55):

NEW QUESTION # 50

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 basic mobile management on the devices.
- C. Set up 2SV authentication 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 # 51

The names and capacities of several conference rooms have been updated. You need to use the most efficient way to update these details.

What should you do?

- **A. Export the resource list to a CSV file, make the changes, and re-import the updated file.**
- B. Delete the existing resources and recreate the resources with the updated information.
- C. Add the modified rooms as new resources. Tell employees not to use old rooms.
- D. Edit each resource in the Google Admin console.

Answer: A

Explanation:

Exporting the resource list to a CSV file, making the necessary updates, and then re-importing the file is the most efficient method for updating multiple conference rooms at once. This approach allows you to make bulk updates quickly without needing to edit each resource individually or delete and recreate rooms. It also ensures that the updated information is applied to all affected rooms at once.

NEW QUESTION # 52

You work at a large organization that prohibits employees from using Google Sites. However, a task force comprised of three people from five different departments has recently been formed to work on a project assigned by the Office of the CIO. You need to allow the users in this task force to temporarily use Google Sites. You want to use the least disruptive and most efficient approach.

What should you do?

- A. Place the 15 task force users into a new organizational unit (OU). Turn on Google Sites access for the OU.
- B. Create a configuration group for the task force's 15 users. Grant Google Sites access to the group.
- C. Create an access group for the task force's 15 users. Grant Google Sites access to the group.
- D. Turn Google Sites access on for each of the 15 users in the task force.

Answer: A

Explanation:

Creating a new organizational unit (OU) for the task force members and turning on Google Sites access for that OU is the least disruptive and most efficient approach. It allows you to target only the users in the task force, granting them temporary access to Google Sites without impacting the rest of the organization. This solution also provides clear control over the access, which can be easily modified when the task force's work is completed.

NEW QUESTION # 53

Your organization has enabled Google Groups for Business to let employees create and manage their own email distribution lists and web forums. You need to ensure that users cannot join external Google Groups with their Google Workspace accounts without interrupting internal group usage.

What should you do?

- A. In Additional Google Services, turn Google Groups OFF at the root organizational unit.
- B. Set the setting for Google Groups for Business called Default for permission to view conversations to All organization users.
- C. Set the setting for Google Groups for Business called Accessing groups from outside this organization to Private.
- D. Use the Directory API to change the settings of user-created groups to disable features that allow external users to access, view, or post on groups.

Answer: C

Explanation:

By setting the Accessing groups from outside this organization to Private, you prevent users from joining external Google Groups while still allowing internal users to use Google Groups within the organization. This setting ensures that only members of your organization can join and interact with internal groups, effectively stopping external access without affecting internal group usage.

NEW QUESTION # 54

Your organization is implementing a new customer support process that uses Gmail. You need to create a cost-effective solution that allows external customers to send support request emails to the customer support team. The requests must be evenly distributed among the customer support agents. What should you do?

- A. Use delegated access for a specific email address that represents the customer support group, and add the customer support team as delegates for that email address.
- B. Create a Google Group, enable collaborative inbox settings, set posting permissions to "Anyone on the web", and add the customer support agents as group members.
- C. Set up an inbox for the customer support team. Provide the login credentials to the customer support team.
- D. Create a Google Group, add the support agents to the group, and set the posting permissions to "Public."

Answer: B

Explanation:

A Google Group with collaborative inbox settings allows you to evenly distribute support request emails among the team. By setting the posting permissions to "Anyone on the web," external customers can send emails directly to the group, and the emails will be distributed to the support agents as tasks. This is a cost-effective solution that also provides an organized way to manage and track customer support requests.

NEW QUESTION # 55

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