

100% Pass Quiz 2026 Google Associate-Google-Workspace-Administrator: Latest Exam Associate Google Workspace Administrator Actual Tests



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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"> • 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"> • 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"> • 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	<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.

Google Associate Google Workspace Administrator Sample Questions (Q44-Q49):

NEW QUESTION # 44

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. Set the setting for Google Groups for Business called Accessing groups from outside this organization to Private.**
- B. In Additional Google Services, turn Google Groups OFF at the root organizational unit.
- C. 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.
- D. Set the setting for Google Groups for Business called Default for permission to view conversations to All organization users.

Answer: A

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 # 45

Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.

What should you do?

Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.

What should you do?

- A. Create a folder inside the shared drive. Share the files with the group by using the share function.
- **B. In the Admin console, assign Contributor access for the shared drive to the group. Assign Content Manager access for the shared drive to the single user.**
- C. Create a folder inside the shared drive. Share the folder link with the group.
- D. In the Admin console, assign Contributor access for the shared drive to each user. Assign Content Manager access for the shared drive to the single user.

Answer: B

Explanation:

By assigning Contributor access to the group, all 150 users will be able to add and edit files in the shared drive. Assigning Content Manager access to the single user ensures that only that person has the ability to move, delete, and share content within the shared drive. This approach efficiently meets the requirement of limiting certain administrative privileges while allowing the group to collaborate on content.

NEW QUESTION # 46

An employee using a Workspace Enterprise Standard license was terminated from your organization. You need to ensure that the former employee no longer has access to their Workspace account and preserve access to the former employee's documents for the manager and the team.

You want to minimize license cost. What should you do?

- **A. Switch the license type of the former employee's Workspace account to an Archived User license.**
- B. Reset the password of the former employee and keep their Workspace license active.
- C. Delete the former employee's Workspace account.
- D. Suspend former employee's Workspace account.

Answer: A

Explanation:

Switching the former employee's account to an Archived User license ensures that their data and documents are preserved, and access is retained for the manager and team without incurring the full cost of an active Workspace license. Archived User licenses

are a cost-effective way to maintain access to documents while preventing unauthorized access to the account.

NEW QUESTION # 47

Your company has a globally distributed remote work team. You want to ensure all team members adhere to the company's data security policies and only access authorized systems based on their location and role. What should you do?

- A. Create and enforce data loss prevention (DLP) rules to control data sharing.
- B. Set up and mandate the use of a company-wide VPN for all remote access.
- C. Implement two-factor authentication for all remote team members.
- **D. Configure access control policies with conditional access.**

Answer: D

Explanation:

To ensure that a globally distributed remote work team adheres to data security policies and only accesses authorized systems based on their location and role, you should configure access control policies with conditional access. Conditional access allows you to define rules that grant or block access to resources based on various factors, including the user's location, the device they are using, their role, and the application they are trying to access.

NEW QUESTION # 48

Your organization has users in the U.S. and Europe. For compliance, user data must remain stored in their local region. What should you do?

- A. No configuration needed; data is automatically localized.
- B. Populate the Work Address field.
- **C. Specify a data region policy for each OU organized by location.**
- D. Create Google Groups for each region.

Answer: C

Explanation:

Data region policies enforce storage of user data within specific geographic regions. Organizing OUs by location allows precise application.

NEW QUESTION # 49

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