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

Topic	Details
Topic 1	• 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	• 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 3	• 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	• 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	• 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 (Q110-Q115):

NEW QUESTION # 110

Your organization has experienced a recent increase in unauthorized access attempts to your company's Google Workspace instance. You need to enhance the security of user accounts while following Google-recommended practices. What should you do?

- A. Enforce a strong password policy that requires users to include special characters, numbers, and uppercase letters.
- B. Implement a strong password policy and enable text messages as the 2-Step Verification (2SV) using text messages.
- C. Disable password recovery options to prevent unauthorized individuals from accessing user accounts.
- D. Enforce the use of physical security keys as the 2-Step Verification (2SV) method for all users.

Answer: D

Explanation:
Enforcing the use of physical security keys for 2-Step Verification (2SV) provides a highly secure method of protecting user accounts from unauthorized access. Physical security keys are one of the most robust forms of two-factor authentication because they cannot be easily phished or stolen, even if an attacker knows the user's password. Google recommends using physical security keys as the 2SV method, as they provide strong protection against unauthorized access attempts.

NEW QUESTION # 111
Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of similar incidents in the future.
What should you do?

- A. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.
- B. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.
- C. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.
- D. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.

Answer: D

Explanation:
The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

NEW QUESTION # 112
Your company has recently migrated from an on-premises email solution to Google Workspace.
You have successfully added and verified the new primary domain. However, you also want to continue receiving emails sent to your former on-premises email server for a transitional period.
You need to ensure that emails sent to your former domain are still delivered to your on-premises server, even though your primary email system is now Google Workspace. What should you do?

- A. Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.
- B. Add the former domain as a domain alias for the primary domain.
- C. Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.
- D. Configure MX records for the former domain to point to your on-premises email servers.

Answer: D

Explanation:
To ensure that emails sent to your former domain are still delivered to your on-premises server during a transitional period after migrating your primary email to Google Workspace, you need to configure the MX (Mail Exchanger) records for the former domain to point to your on-premises email servers.

NEW QUESTION # 113

Your security team is concerned about disgruntled employees downloading large amounts of intellectual property. You need to create an automatic notification if any user downloads more than 500 files from Google Drive within a one-hour period. What should you do?

- A. Configure a Data Loss Prevention (DLP) rule for Drive.
- B. Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests.
- C. Use the alert center to review Drive audit logs for instances where users download a large number of files.
- D. Create an activity rule in the security investigation tool to monitor Drive download events. Set a threshold to trigger an alert.

Answer: D

Explanation:

To create an automatic notification for a specific event (downloading more than 500 files from Google Drive within a one-hour period), an "activity rule" in the Google Workspace Security Center (which leverages the security investigation tool's capabilities) is the most appropriate and direct solution. Activity rules allow you to define conditions based on log events (like Drive downloads) and set thresholds to trigger alerts and even automated actions.

Here's why the other options are less suitable for this specific requirement:

B . Use the alert center to review Drive audit logs for instances where users download a large number of files. The Alert Center displays alerts, but it doesn't create the custom alert for this specific threshold. You would review existing alerts here. While Drive audit logs are the source of the data, the Alert Center isn't where you configure the rule to generate the alert based on a specific count of downloads within a time period.

C . Configure a Data Loss Prevention (DLP) rule for Drive. DLP rules are designed to prevent sensitive data from being shared or downloaded. They focus on the content of the files (e.g., credit card numbers, PII). While useful for data exfiltration, a DLP rule wouldn't specifically count the number of downloads to trigger an alert based on a volume threshold, regardless of content.

D . Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests. While technically possible via Google Cloud's logging and monitoring infrastructure if you're forwarding Google Workspace logs there, this is a more complex and advanced solution requiring integration with Google Cloud Platform. The Google Workspace Admin console offers a direct, built-in feature (activity rules) for this specific use case, making it the more efficient and less expensive solution within the context of Google Workspace administration.

Reference from Google Workspace Administrator:

Create and manage activity rules: This documentation directly explains how to create activity rules, including setting conditions based on log events (like Drive downloads) and defining thresholds to trigger alerts.

Reference:

Specifically, for Drive download events: The activity rule configuration allows you to select "Drive log events" as the data source and then filter by "Download" event type. You can then define the threshold (e.g., count > 500 within 1 hour).

Drive audit log events: These logs are the source data that activity rules analyze. They capture events like "Download." About the security investigation tool: Activity rules are often created within or leverage the capabilities of the security investigation tool.

NEW QUESTION # 114

Your company recently installed a free email marketing platform from the Google Workspace Marketplace. The marketing team is unable to access customer contact information or send emails through the platform. You need to identify the cause of the problem. What should you do first?

- A. Verify that the email marketing platform's subscription is active and up-to-date.
- B. Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled.
- C. Check the OAuth scopes that are granted to the email marketing platform and ensure the platform has access to Contacts and Gmail.
- D. Use the security investigation tool to review Gmail logs.

Answer: C

Explanation:

When a third-party application from the Google Workspace Marketplace is installed, it requests specific permissions (OAuth scopes) to access Google Workspace data and services. If the marketing team is unable to access customer contact information or send emails, the most likely cause is that the installed email marketing platform was not granted the necessary OAuth scopes for Contacts and Gmail during the installation or approval process.

Here's why other options are less likely to be the first step:

A . Verify that the email marketing platform's subscription is active and up-to-date. While important for continued use, a "free" platform from the Marketplace generally doesn't have a subscription that would prevent initial access to basic functions like contacts and sending emails unless it's a trial that expired, which isn't indicated as the primary problem. This would be a later troubleshooting step if scope issues are ruled out.

C . Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled. This setting controls whether users can install any third-party apps from the Marketplace. If it were disabled, the app likely wouldn't have been installed in the first place. If it was enabled and then disabled, the app would stop working, but the specific problem points to data access, not app disablement.

D . Use the security investigation tool to review Gmail logs. The security investigation tool is excellent for reviewing security events, but it's more for post-incident analysis or suspicious activity. In this scenario, the problem is a lack of functionality for a newly installed app, not a security breach or misconfiguration that would necessarily show up in Gmail logs immediately as an access issue for the app itself. The OAuth scopes are the more direct and initial point of failure.

Reference from Google Workspace Administrator:

Manage third-party app access to data: Google Workspace administrators can control which third-party apps can access their organization's data. This includes reviewing and managing OAuth API access for configured apps.

Reference:

Understanding OAuth scopes: When an application requests access to Google data, it does so by requesting specific "scopes." These scopes define the particular resources and operations that the application is allowed to perform. For an email marketing platform, scopes for https://www.googleapis.com/auth/contacts (or a more specific contact scope) and https://www.googleapis.com/auth/gmail.send (or a broader Gmail scope) would be crucial.

Controlling which third-party & internal apps can access Google Workspace data: This section in the Admin console specifically allows administrators to review "Configured apps" and check their "OAuth API access." This is where you would see the scopes granted to the email marketing platform.

NEW QUESTION # 115

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