

Associate-Google-Workspace-Administrator New Question | Associate-Google-Workspace-Administrator Practice Mock



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Google Associate Google Workspace Administrator Sample Questions (Q18-Q23):

NEW QUESTION # 18

You need to ensure that data owned by former employees remains available in Google Vault. You want to use the most cost-effective solution.

What should you do?

- A. Assign an Archived User license to the former employees' Google accounts.
- B. Migrate the former employees' Gmail to their manager(s) by using the data migration service during the deletion process. Transfer the former employees' Google Drive files to a new owner.
- C. Change the Google account passwords of the former employees.
- **D. Suspend the former employees' Google accounts. Create an organizational unit (OU). Move the former employees into that OU.**

Answer: D

Explanation:

Suspending the accounts of former employees while moving them to a dedicated organizational unit (OU) ensures that their data remains in Google Vault and accessible without the need for additional licenses. This is a cost-effective solution because suspending the account keeps the data intact but prevents the employees from accessing their accounts.

NEW QUESTION # 19

Your company's help desk is receiving technical support tickets from employees who report that messages from known external contacts are being sent to the spam label in Gmail. You need to correct the issue and ensure delivery of legitimate emails without introducing additional risk as soon as possible. What should you do?

- A. Contact the external senders, and tell them to authenticate their sent mail by using domain-based message authentication, reporting, and conformance (DMARC).
- B. Turn off more aggressive spam filtering in spam policies that are applied to the users' organizational unit and add the senders' mail system IP addresses to the email allowlist.
- **C. Ask employees to select the messages in Gmail that are being delivered to spam and mark them as Not spam.**
- D. Create an address list of approved senders so messages from these users bypass Gmail's spam filters and recipients can decide whether they are spam or not.

Answer: C

Explanation:

Asking employees to mark legitimate emails as "Not spam" helps train Gmail's spam filter to correctly identify these senders as trusted. This is a quick and effective way to correct the issue without introducing any additional risk or changes to the email filtering settings. Over time, Gmail will learn to recognize these senders as legitimate, reducing the likelihood of their messages being misclassified as spam in the future.

NEW QUESTION # 20

Your company is streamlining workflows by creating custom applications for tasks like filing expense reports or requesting time off. You need to identify a Google Workspace solution to develop these applications. Your development team has only basic coding knowledge. What should you do?

- **A. Enable AppSheet for your organization.**
- B. Direct employees to use Google Forms to collect data and create basic workflows.
- C. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- D. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.

Answer: A

Explanation:

The core requirement is to create custom applications for workflows like expense reports and time off, with a development team that has "only basic coding knowledge." This strongly points to a "no-code" or "low-code" platform.

AppSheet is Google's no-code development platform, designed specifically for users (often referred to as "citizen developers") with basic or no coding knowledge to build custom mobile and web applications directly from data sources like Google Sheets, Forms, or other databases. It's ideal for automating business processes and creating custom workflows without traditional programming. Here's why the other options are less suitable:

A . Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports. Gemini for Workspace (Google's AI assistant) can help with tasks like drafting emails, summarizing documents, and generating content within existing Workspace apps. While it can "simplify" aspects, it is not a platform for developing custom applications with structured workflows and data capture for tasks like full expense report submission or time-off requests. It enhances existing tools, it doesn't build new ones.

B . Direct employees to use Google Forms to collect data and create basic workflows. Google Forms is excellent for data collection and can be used for very simple workflows (e.g., collecting time-off requests). However, it lacks the robust functionality needed for complex custom applications, such as managing approvals, displaying data in different views, offline access, or integrating with other systems, without significant manual effort or custom scripting. The term "custom applications" suggests something more sophisticated than just a form.

D . Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions. Google Apps Script allows for powerful automation and the creation of custom add-ons for Google Workspace applications (Gmail, Sheets, Docs). However, Apps Script requires knowledge of JavaScript. While it's relatively "basic coding" compared to full-stack development, it's still coding. The question emphasizes "only basic coding knowledge" and the need for a solution to develop applications, implying a more visual or declarative approach than coding from scratch. AppSheet is generally considered easier for those with "basic coding knowledge" or even no coding knowledge, making it a better fit for rapid application development by non-developers.

Reference from Google Workspace Administrator:

AppSheet: No-code App Development | Google Cloud: This is the primary resource for AppSheet, explicitly stating its purpose for "no-code app development" and enabling "everyone in your organization to build and extend applications without coding." It highlights use cases for automating business processes like order approvals (similar to expense reports/time off).

Reference:

Google AppSheet | Build apps with no code: Further reiterates that AppSheet helps "build powerful applications and automations that boost productivity. No coding required." It also mentions integration with Google Workspace, including Google Sheets and Forms as data sources.

Quick start: Build your first app and automation using Google Forms - AppSheet Help: This resource demonstrates how AppSheet can take data from Google Forms and build an app with automation (e.g., email notifications for approvals), showcasing its capability for workflows like expense reports.

NEW QUESTION # 21

You are designing a group structure for your company that will be used to grant access to a specific shared drive. You need this solution to automatically add and remove employees based on their job role. What should you do?

- A. Create a dynamic group. Set the membership criteria to the desired job role. Grant the dynamic group access to the shared drive.
- B. Create a security group. Add all employees with the desired job role. Grant the security group access to the shared drive.
- C. Create a configuration group. Add users on an exception basis. Grant the configuration group access to the shared drive.
- D. Create a distribution list. Add all employees with the desired job role. Grant the distribution list access to the shared drive.

Answer: A

Explanation:

A dynamic group automatically manages its membership based on user attributes, such as job role. This approach ensures that employees are automatically added or removed from the group based on their role, minimizing manual effort and ensuring that the group always reflects the current team composition. Granting this dynamic group access to the shared drive ensures that the right users have the appropriate permissions without requiring constant manual updates.

NEW QUESTION # 22

You are configuring Chrome browser security policies for your organization. These policies must restrict certain Chrome apps and extensions.

You need to ensure that these policies are applied on the devices regardless of which user logs into the device. What should you do?

- A. Require 2SV for user logins.
- B. Configure the Policy Precedence to override the domain-wide policy applied for apps and extensions.

- C. Configure the Chrome user setting to require users to sign in to use Chrome apps and extensions.
- **D. Configure the allowed list of apps in the Devices page in the apps and extensions settings.**

Answer: D

Explanation:

To ensure that Chrome apps and extension policies are applied regardless of which user logs into the device, you should configure the allowed list of apps in the Devices section of the apps and extensions settings. This policy applies at the device level, ensuring that the restrictions are enforced for any user who logs into that device, providing consistent security across the organization.

NEW QUESTION # 23

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