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Google

Associate-Google-Workspace-Administrator

Associate Google Workspace Administrator Certification

QUESTION & ANSWERS

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

Topic	Details
Topic 1	<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.
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"> 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	<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"> 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.

Google Associate Google Workspace Administrator Sample Questions (Q15-Q20):

NEW QUESTION # 15

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

Answer: D

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 # 16

Your top-level OU restricts external file sharing. The marketing team needs to collaborate with vendors via a Shared Drive. What should you do?

- **A. Create a trust rule allowing external sharing for the marketing OU and apply it to their Shared Drive.**
- B. Set the General access default for Drive and Docs to "The primary target audience can access the item if they have the link."
- C. Update the top-level Drive and Docs sharing policy.
- D. Add external vendors as Contributors to the Shared Drive.

Answer: A

Explanation:

Trust rules allow granular exceptions to sharing restrictions for specific OUs or Shared Drives without weakening the global policy.

NEW QUESTION # 17

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. Transfer ownership of the departing employee's files to the manager during the user deletion process.**
- 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. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.
- 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: A

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 # 18

You are migrating your organization's email to Google Workspace. Your organization uses the terramearth.com email domain. You need to configure Google Workspace to receive emails sent to terramearth.com. What should you do?

- A. Create a domain alias for terramearth.com in Google Workspace. Configure email forwarding to redirect emails to the new Google Workspace accounts.
- B. Establish a Transport Layer Security (TLS) connection between your company's existing mail servers and Google's mail servers
- C. Configure an email address in Google Workspace to capture emails sent to unverified domains, including terramearth.com
- **D. Add terramearth.com as a primary, secondary, or alias domain in Google Workspace. Update the Mail Exchange (MX) records with your domain registrar to direct mail flow to Google's mail servers.**

Answer: D

Explanation:

To receive emails for your domain (terramearth.com) in Google Workspace, you need to add the domain to Google Workspace as either a primary, secondary, or alias domain, depending on your organization's requirements. After adding the domain, you must update the Mail Exchange (MX) records at your domain registrar to point to Google's mail servers. This step is essential to ensure that emails are correctly routed to Google Workspace.

NEW QUESTION # 19

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

Answer: C

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.

Here's why the other options are incorrect and why configuring MX records is the correct approach, based on the principles of email routing and domain management within Google Workspace:

A. Configure MX records for the former domain to point to your on-premises email servers.

MX records are DNS records that specify the mail servers responsible for accepting email messages on behalf of a domain. By configuring the MX records for your former domain to point to the IP addresses or hostnames of your on-premises email servers, you are instructing the internet's DNS system that any email addressed to users on your former domain should be routed to those specific servers. This ensures that mail for the former domain bypasses Google Workspace and continues to be delivered to your existing infrastructure.

Associate Google Workspace Administrator topics guides or documents reference: While the exact phrasing might vary across different Google Workspace support articles and documentation, the core concept of MX records and their role in email routing is fundamental to domain setup and management. The official Google Workspace Admin Help documentation on "Set up MX records for Google Workspace" (or similar titles) explicitly explains how MX records control where email for a domain is delivered. In this scenario, you are essentially managing the MX records for a domain that is not the primary Google Workspace domain to direct its mail flow.

B. Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.

Adding a domain as a secondary domain within Google Workspace allows you to create separate user accounts with email addresses on that domain, all managed within your Google Workspace organization. This would mean that Google Workspace would handle the email for the former domain, which is the opposite of what you need in this scenario (you want the emails to go to your on-premises server).

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly distinguishes between secondary domains and domain aliases and their respective functionalities. Secondary domains are for managing separate sets of users, not for routing mail to external servers.

C . Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.

TTL is the amount of time a DNS record is cached by resolving name servers. While adjusting TTL can be important when making DNS changes (like switching MX records to Google Workspace), it doesn't directly control where email is delivered. Lowering the TTL before making MX changes to point to Google Workspace helps with a faster transition, but in this case, you are not pointing the former domain's mail to Google Workspace. Therefore, adjusting the TTL alone will not achieve the desired outcome.

Associate Google Workspace Administrator topics guides or documents reference: Information on TTL is typically found within the context of DNS management best practices in Google Workspace Admin Help, often related to domain verification or MX record changes to Google. It doesn't serve as a mechanism for routing mail to external, non-Google Workspace servers for a domain that isn't managed by Google Workspace for email.

D . Add the former domain as a domain alias for the primary domain.

Adding a domain as a domain alias means that emails sent to addresses on the alias domain will be delivered to the corresponding user accounts on your primary Google Workspace domain. This is useful when you want users to receive email at multiple domain names within your Google Workspace environment. It does not route email to an external, on-premises server.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly explains the functionality of domain aliases. It emphasizes that email sent to a domain alias is received by the users on the primary domain, not an external system.

Therefore, the only way to ensure emails sent to your former domain are still delivered to your on-premises server is by configuring the MX records for that former domain to point to your on-premises mail server.

NEW QUESTION # 20

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