

# 2025 Professional Google-Workspace-Administrator: Google Cloud Certified - Professional Google Workspace Administrator Valid Exam Syllabus



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Google Workspace is a cloud-based productivity suite that includes a variety of applications like Gmail, Google Drive, Google Meet, and more. With the increasing popularity of Google Workspace among businesses and organizations, the demand for certified

professionals who can manage and administer these applications is also on the rise. The Google Cloud Certified - Professional Google Workspace Administrator exam is designed to test the knowledge and skills of those who want to become certified administrators of Google Workspace.

## Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q22-Q27):

### NEW QUESTION # 22

Your employer, a media and entertainment company, wants to provision Google Workspace Enterprise accounts on your domain for several world-famous celebrities. Leadership is concerned with ensuring that these VIPs are afforded a high degree of privacy. Only a small group of senior employees must be able to look up contact information and initiate collaboration with the VIPs using Google Workspace services such as Docs, Chat, and Calendar.

You are responsible for configuring to meet these requirements. What should you do?

- A. Create a Group for the VIPs and their handlers, and set the Group Access Level to Restricted.
- B. **Create separate Custom Directories for the VIPs and regular employees.**
- C. In Directory Settings, disable Contact Sharing.
- D. In the Users list, find the VIPs and turn off the User setting "Directory Sharing."

### Answer: B

Explanation:

<https://support.google.com/a/answer/7566446?hl=en>

### NEW QUESTION # 23

As a Workspace Administrator, you want to keep an inventory of the computers and mobile devices your company owns in order to track details such as device type and who the device is assigned to. How should you add the devices to the company-owned inventory?

- A. Download the company owned inventory template CSV file from the admin panel, enter the asset tag of the devices, and upload it back to the company owned inventory in the admin panel.
- B. **Download the company owned inventory template CSV file from the admin panel, enter the Device OS, serial number and upload it back to the company owned inventory in the admin panel!**
- C. Download the company owned inventory template CSV file from the admin panel, enter the serial number of the devices, and upload it back to the company owned inventory in the admin panel.
- D. Download the company owned inventory template CSV file from the admin panel, enter the Device OS, asset tag and upload it back to the company owned inventory in the admin panel.

### Answer: B

Explanation:

Download Inventory Template:

Navigate to the Google Admin console.

Go to Devices > Company-owned inventory.

Click "Download CSV template" to get the template file.

Enter Device Information:

Open the CSV template file.

Enter the Device OS and serial number for each company-owned device.

Upload the CSV File:

Return to the Company-owned inventory section in the Admin console.

Click "Upload CSV" and select the completed template file.

Confirm and upload the file to update the inventory.

This process ensures that all company-owned devices are tracked accurately in the Google Workspace admin panel.

Reference

[Google Workspace Admin Help: Add Company-owned Devices](#)

### NEW QUESTION # 24

Your organization recently deployed Google Workspace. Your admin team has been very focused on configuring the core services

for your environment, which has left you little time to pay attention to other areas. Your security team has just informed you that many users are leveraging unauthorized add-ons, and they are concerned about data exfiltration. The admin team wants you to cut off all add-ons access to Workspace data immediately and block all future add-ons until further notice. However, they approve of users leveraging their Workspace accounts to sign into third-party sites. What should you do?

- A. Remove all client IDs and scopes from the list of domain-wide delegation API clients.
- B. Block each connected app's access.
- C. Modify your Marketplace Settings to block users from installing any app from the Marketplace.
- D. Set all API services to "restricted access" and ensure that all connected apps have limited access.

**Answer: D**

#### **NEW QUESTION # 25**

A company has reports of users sharing sensitive Google Drive content outside their domain through third-party add-ons. You need to control which third-party apps are allowed to access users' Google Workspace data. Which security feature should you use to achieve this?

- A. OAuth Whitelisting
- B. In the Drive SDK section, clear 'Allow users to access Google Drive with the Drive SDK API.'
- C. Block specific API scopes for each user.
- D. Configure DLP policies to prevent sharing of sensitive content with external parties.

**Answer: A**

Explanation:

A is correct because, when using OAuth Whitelisting, admins specifically select which third-party apps are allowed to access users' G Suite data.

B is not correct because DLP is used to scan and protect sensitive files and not to prevent granting access to third-party apps.

C is not correct because this setting does not affect apps from the G Suite Marketplace.

D is not correct because API Scopes cannot be specified on a per user basis.

Reference:

<https://www.blog.google/products/g-suite/manage-access-third-party-apps-new-g-suite-security-controls/>

#### **NEW QUESTION # 26**

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. 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.
- B. 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.
- 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. Transfer ownership of the departing employee's files to the manager during the user deletion process.

**Answer: D**

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 # 27**

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