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

Topic	Details
Topic 1	<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 2	<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 3	<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 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"> 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.

Google Associate Google Workspace Administrator Sample Questions (Q39-Q44):

NEW QUESTION # 39

Your organization has hired temporary employees to work on a sensitive internal project. You need to ensure that the sensitive

project data in Google Drive is limited to only internal domain sharing. You do not want to be overly restrictive. What should you do?

- A. Configure the Drive sharing options for the domain to internal only.
- B. Restrict the Drive sharing options for the domain to allowlisted domains.
- C. Create a Drive DLP rule, and use the sensitive internal Project name as the detector.
- D. Turn off the Drive sharing setting from the Team dashboard.

Answer: A

Explanation:

By configuring the Drive sharing options for your domain to "internal only," you ensure that sensitive project data is restricted to your organization's internal users. This prevents any external sharing while allowing your team members to collaborate freely within the organization. It strikes the right balance between maintaining security and avoiding unnecessary restrictions on collaboration.

NEW QUESTION # 40

You work at a large organization that prohibits employees from using Google Sites. However, a task force comprised of three people from five different departments has recently been formed to work on a project assigned by the Office of the CIO. You need to allow the users in this task force to temporarily use Google Sites. You want to use the least disruptive and most efficient approach. What should you do?

- A. Turn Google Sites access on for each of the 15 users in the task force.
- B. Place the 15 task force users into a new organizational unit (OU). Turn on Google Sites access for the OU.
- C. Create a configuration group for the task force's 15 users. Grant Google Sites access to the group.
- D. Create an access group for the task force's 15 users. Grant Google Sites access to the group.

Answer: B

Explanation:

Creating a new organizational unit (OU) for the task force members and turning on Google Sites access for that OU is the least disruptive and most efficient approach. It allows you to target only the users in the task force, granting them temporary access to Google Sites without impacting the rest of the organization. This solution also provides clear control over the access, which can be easily modified when the task force's work is completed.

NEW QUESTION # 41

Your organization allows employees to use their personal devices for work purposes. You want to ensure these devices follow the company's security policies. You need to choose a mobile management solution that provides minimal passcode enforcement and allows for an admin to remotely wipe a user's account from the device. You also want to avoid having to install agents on employees' personal devices. What should you do?

- A. Implement Google's advanced management on mobile devices.
- B. Implement Google's basic management on mobile devices.
- C. Deploy a third-party mobile device management (MDM) solution.
- D. Enforce a strong password policy, and enforce the password policy at the next sign-in.

Answer: B

Explanation:

Google's basic management for mobile devices allows administrators to enforce minimal security policies, such as passcode enforcement, without requiring the installation of any agents on employees' personal devices. This solution also allows for remotely wiping a user's account from the device if needed, ensuring data security while maintaining a less intrusive management approach for personal devices.

NEW QUESTION # 42

You are configuring data governance policies for your organization's Google Drive. You need to ensure that employees in the Research and Development department can share files with external users, while employees in the Finance department are blocked from sharing any files externally. What should you do?

- A. Apply an organization-wide data loss prevention (DLP) rule that scans for sensitive information and prevents external sharing of those files. Apply that rule to the Finance organizational unit (OU).
- B. Enable Vault for the Finance organizational unit (OU) to ensure that all files shared externally are retained and auditable.
- C. Create a Drive trust rule that allows external sharing for the Research and Development organizational unit (OU) and another rule that blocks external sharing for the Finance OU.
- D. Create a separate Google Workspace domain for the Finance organizational unit (OU) and disable external sharing for that domain.

Answer: C

Explanation:

To enforce different external sharing policies for different departments within the same Google Workspace domain, you should use Google Drive sharing policies configured at the organizational unit (OU) level. Drive trust rules are the mechanism within Google Workspace to control how users can share files inside and outside the organization.

Here's why option A is correct and why the others are not the most appropriate solutions:

A . Create a Drive trust rule that allows external sharing for the Research and Development organizational unit (OU) and another rule that blocks external sharing for the Finance OU.

Google Workspace allows administrators to set specific Drive sharing settings for different organizational units. By creating a Drive trust rule (or more accurately, configuring the external sharing options within Drive and Docs settings for each OU), you can enable external sharing for the Research and Development OU while simultaneously restricting or completely blocking external sharing for the Finance OU. This granular control at the OU level directly addresses the requirement of having different policies for the two departments.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Control how users can share Drive files externally" (or similar titles) explains how to manage external sharing options at the organizational unit level. This includes: Setting sharing options by organizational unit: The documentation details how to navigate to Apps > Google Workspace > Drive and Docs > Sharing settings in the Admin console and then select a specific organizational unit to customize its sharing permissions.

Controlling sharing outside your organization: This section explains the various settings available, including allowing sharing with anyone, only with specific domains, or completely preventing external sharing.

While the term "Drive trust rule" might be used in more advanced contexts related to trusted domains, the core functionality of controlling external sharing based on OUs is the key here. The settings within the Drive and Docs sharing configuration for each OU achieve the desired outcome.

B . Enable Vault for the Finance organizational unit (OU) to ensure that all files shared externally are retained and auditable.

Google Vault is used for eDiscovery, legal holds, and retention of data. While it can retain and audit externally shared files (if sharing is allowed), it does not prevent external sharing. Enabling Vault for the Finance OU would not block them from sharing files externally; it would only ensure that if they do, those shared files are preserved and can be audited. This does not meet the requirement of blocking external sharing for the Finance department.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on Google Vault clearly outlines its purpose and functionalities, which are focused on data retention, legal holds, and search/export for compliance and legal reasons, not on preventing sharing.

C . Apply an organization-wide data loss prevention (DLP) rule that scans for sensitive information and prevents external sharing of those files. Apply that rule to the Finance organizational unit (OU).

While DLP rules can prevent the external sharing of files containing sensitive information, they are triggered by the content of the files, not by a blanket restriction on all external sharing for a specific OU. The requirement is to block all external sharing for the Finance department, regardless of the content. Applying a DLP rule only to the Finance OU might be complex to manage for a complete block and is not the most direct way to achieve the stated goal. OU-based sharing settings are more straightforward for this purpose.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on Data Loss Prevention (DLP) explains how to create rules based on content to prevent sensitive data leaks. While DLP can control sharing, it's not the primary mechanism for completely blocking all external sharing for an entire OU.

D . Create a separate Google Workspace domain for the Finance organizational unit (OU) and disable external sharing for that domain.

Creating a separate Google Workspace domain for the Finance department is an overly complex and administratively burdensome solution. It would involve managing two separate domains, user accounts, billing, and potentially complicate internal collaboration between departments. Using organizational units within the same domain provides a much more efficient and manageable way to apply different policies.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace's organizational unit structure is specifically designed to allow administrators to apply different settings and policies to groups of users within a single domain, avoiding the need for separate domains for policy enforcement.

Therefore, the most direct and appropriate solution is to configure the Google Drive sharing settings at the organizational unit level, allowing external sharing for the Research and Development OU and blocking it for the Finance OU.

NEW QUESTION # 43

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 security group. Add all employees with the desired job role. Grant the security group access to the shared drive.
- **B. Create a dynamic group. Set the membership criteria to the desired job role. Grant the dynamic 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: B

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 # 44

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