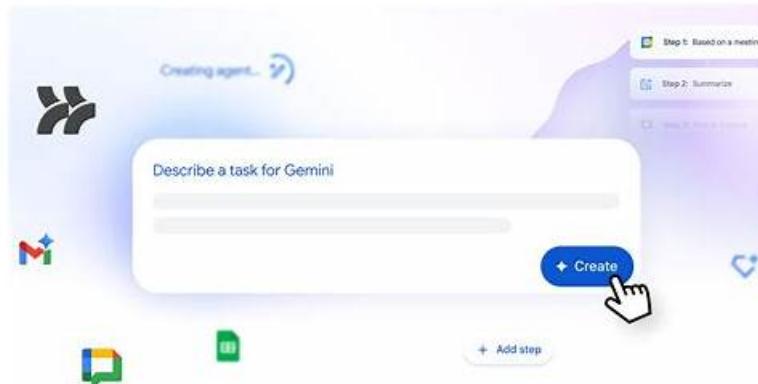


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## Google Associate-Google-Workspace-Administrator Exam Syllabus Topics:

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Google Associate Google Workspace Administrator Sample Questions (Q20-Q25):

### NEW QUESTION # 20

Your organization's security team has published a list of vetted third-party apps and extensions that can be used by employees. All

other apps are prohibited unless a business case is presented and approved. The Chrome Web Store policy applied at the top-level organization allows all apps and extensions with an admin blocklist. You need to disable any unapproved apps that have already been installed and prevent employees from installing unapproved apps. What should you do?

- A. Change the Chrome Web Store allow/block mode setting to block all apps, admin manages allowlist. Add the apps on the security team's vetted list to the allowlist.
- B. Disable the Chrome Web Store service for the top-level organizational unit. Enable the Chrome Web Store service for organizations that require Chrome apps and extensions.
- C. Change the Chrome Web Store allow/block mode setting to allow all apps, admin manages blocklist, In the App access control card, block any existing web app that is not on the security team's vetted list.
- D. Disable Extensions and Chrome packaged apps as Allowed types of apps and extensions for the top-level organizational unit. Selectively enable the appropriate extension types for each suborganization

**Answer: A**

Explanation:

Changing the Chrome Web Store policy to block all apps and managing an allowlist ensures that only vetted, approved apps are allowed for installation. This approach enforces the security team's policy by restricting access to unapproved apps while enabling the installation of only those apps that have been explicitly approved. This method provides control over what can be installed, aligning with the organization's security requirements.

**NEW QUESTION # 21**

A team of temporary employees left your organization after completing a shared project. Per company policy, you need to disable their Google Workspace accounts while preserving all project data and related communications in Google Vault for a minimum of two years. You want to comply with this policy while minimizing cost. What should you do?

- A. Transfer the former employees' files and data to active user accounts. Delete the former employees' Workspace accounts.
- B. Move the former employees to their own organizational unit (OU) and disable access to Google services for that OU.
- C. Purchase and assign Archived User licenses to the former employees.
- D. Purchase additional user licenses and suspend the former employees' accounts.

**Answer: C**

Explanation:

Google Workspace offers Archived User licenses, which allow you to retain access to the data and communications of former employees without paying for a full user license. This option ensures compliance with the policy of retaining project data and communications in Google Vault while minimizing costs by avoiding unnecessary full user licenses.

**NEW QUESTION # 22**

You are investigating a potential data breach. You need to see which devices are accessing corporate data and the applications used. What should you do?

- A. Analyze the User Accounts section in the Google Admin console.
- B. Analyze the Google Workspace reporting section of the Admin console.
- C. Analyze the audit log in the Admin console for device and application activity.
- D. Analyze the security investigation tool to access device log data.

**Answer: C**

Explanation:

The audit log in the Google Admin console provides detailed information about device and application activity, which is crucial for investigating a potential data breach. You can see which devices have accessed corporate data, as well as which applications were used, giving you a comprehensive view of any unauthorized or suspicious activities. This is the most appropriate and efficient tool for this investigation.

**NEW QUESTION # 23**

Your company has a globally distributed remote work team. You want to ensure all team members adhere to the company's data security policies and only access authorized systems based on their location and role. What should you do?

- A. Create and enforce data loss prevention (DLP) rules to control data sharing.
- B. Implement two-factor authentication for all remote team members.
- C. Set up and mandate the use of a company-wide VPN for all remote access.
- D. **Configure access control policies with conditional access.**

**Answer: D**

**Explanation:**

To ensure that a globally distributed remote work team adheres to data security policies and only accesses authorized systems based on their location and role, you should configure access control policies with conditional access. Conditional access allows you to define rules that grant or block access to resources based on various factors, including the user's location, the device they are using, their role, and the application they are trying to access.

Here's why option D is the most comprehensive solution for the stated requirements and why the others address only parts of the problem:

D. Configure access control policies with conditional access.

Conditional access is a security framework that evaluates multiple signals before granting access to resources. By implementing conditional access policies, you can:

- Control access based on location: Restrict access to certain systems or data based on the geographic location of the user.

Control access based on role: Ensure that only users with specific roles have access to certain applications or data.

Enforce device compliance: Require users to access resources only from company-managed or compliant devices.

Implement multi-factor authentication (MFA): Require additional verification steps based on the context of the access attempt.

Conditional access provides a granular and dynamic way to enforce security policies based on the specific context of each access request, aligning with the goal of allowing access only to authorized systems based on location and role while maintaining data security.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Context-Aware Access" (which is Google's implementation of conditional access) explains how to set up policies based on user attributes (like group membership/role), device security status, and network location. This documentation details how to create access levels and assign them to applications based on specific conditions, ensuring that access is granted only when the requirements are met.

A. Create and enforce data loss prevention (DLP) rules to control data sharing.

DLP rules are crucial for preventing sensitive data from being shared inappropriately. However, they primarily focus on controlling what users can do with data after they have gained access. DLP does not, by itself, control who can access which systems based on their location and role. It's a complementary security layer but not the primary solution for access control based on these factors.

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 to prevent the sharing of sensitive information. It focuses on the content of the data and user actions related to sharing, not on controlling initial access based on location and role.

B. Set up and mandate the use of a company-wide VPN for all remote access.

A VPN (Virtual Private Network) can secure the connection between remote users and the company network by encrypting traffic and potentially routing it through company-controlled servers. While it can enhance security and provide a consistent network origin, it does not inherently control access based on the user's role or their geographic location (unless the VPN infrastructure is configured to enforce such restrictions, which would be part of a broader access control strategy). Mandating a VPN is a good security practice but doesn't fully address the need for role-based and location-aware access control.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on VPNs and remote access might be mentioned in the context of securing connections, but it's not the primary mechanism for implementing granular access control based on user attributes and location within Google Workspace's administrative framework.

C. Implement two-factor authentication for all remote team members.

Two-factor authentication (2FA) adds an extra layer of security by requiring users to provide two forms of identification before gaining access. This significantly reduces the risk of unauthorized access due to compromised passwords. While 2FA is a critical security measure for remote teams, it doesn't, by itself, control which systems users can access based on their location and role. It verifies the user's identity but not the context of their access attempt in terms of location or role-based authorization.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help strongly recommends enabling 2-Step Verification (Google's implementation of 2FA) for enhanced security. However, it is primarily focused on user authentication, not on contextual access control based on location and role.

Therefore, the most comprehensive solution to ensure adherence to data security policies and control access based on location and role for a globally distributed remote work team is to configure access control policies with conditional access. This framework allows for the creation of context-aware rules that take into account various factors to determine whether to grant or block access to resources.

**NEW QUESTION # 24**

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 # 25

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