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

| Topic | Details |
|---|---|
| Topic 1 | • 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 | • 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 3 | • 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 | • 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 5 | • 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. |

# Google Associate Google Workspace Administrator Sample Questions (Q32-Q37):

**NEW QUESTION # 32**
Your company is transitioning to Google Workspace from legacy communication and collaboration applications. User accounts are managed in Active Directory and synced to Google Workspace by using Google Cloud Directory Sync (GCDS). Your company is implementing a new security policy for all accounts that requires complex passwords. Passwords must be at least 20 characters long, contain 3 symbols, 4 numbers, and 2 capital letters.
You need to enforce the new password policy in Google Workspace. What should you do?

- A. Share the instructions for changing a Google account password with your users. Monitor password strength in the Google Admin console as users change their passwords.
- B. Enable strong password enforcement and require a minimum length of 20 characters at the top-level organizational unit.
- C. Create a password policy in Active Directory. Install Password Sync on the global catalog servers for Active Directory and require a password change for your users.
- D. Create a password policy in Active Directory. Enable password synchronization in GCDS.

**Answer: D**

Explanation:
Since user accounts are managed in Active Directory (AD) and synced to Google Workspace via Google Cloud Directory Sync (GCDS), the best approach to enforce the new password policy is to create the password policy within Active Directory and then enable password synchronization in GCDS. This ensures that the complex password requirements are enforced within AD, and when passwords are updated, they will be synchronized with Google Workspace, maintaining consistency across both systems.

**NEW QUESTION # 33**
You manage Chrome Enterprise browsers for your large organization. You want to ensure that specific extensions are automatically installed on all managed Chrome Enterprise browsers. What should you do?

- A. Allowlist the specific Chrome browser extensions.
- B. Configure a script to deploy the extensions upon user login.
- C. Publish the extensions in the Chrome Web Store.
- D. Force-install the extensions through Chrome browser policies.

**Answer: D**

Explanation:
Using Chrome browser policies, you can force-install specific extensions on all managed Chrome Enterprise browsers. This ensures that the desired extensions are automatically installed on users' browsers without requiring manual installation. This approach is the most efficient and scalable solution for managing extensions across a large organization.

**NEW QUESTION # 34**
A user in your organization reported that their internal event recipient is not receiving the Calendar event invites. You need to identify the source of this problem. What should you do?

- A. Check whether the business hours are set up in the event recipient's Calendar settings.
- B. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.
- C. Check whether the Calendar event has more than 50 guests.
- D. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.
- E. Check if Calendar service is turned off for the event creator.

**Answer: D**

Explanation:
Google Calendar allows users to configure various notification settings, including whether they receive email notifications for new events, changes to events, reminders, etc. If the recipient has disabled email notifications for new events, they would not receive the invites in their inbox, even though the event might be correctly added to their Calendar.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Calendar Help documentation for users, such as "Change notification settings," explains how users can customize their event notifications. This

includes options to turn off email notifications for new events. While administrators don't directly manage individual user's notification settings, understanding these user-level controls is crucial for troubleshooting. An administrator might guide the user to check these settings.

A . Check whether the business hours are set up in the event recipient's Calendar settings.

Business hours in Google Calendar primarily affect meeting scheduling suggestions and how a user's availability is displayed to others. They do not directly prevent a user from receiving event invitations. Whether or not a recipient has configured their business hours will not stop the email notification for a new event from being sent (unless perhaps in very specific and unusual edge cases related to resource scheduling, which isn't indicated here).

Associate Google Workspace Administrator topics guides or documents reference: The Google Calendar Help documentation on "Set your working hours and location" explains the purpose of business hours, which is related to availability and scheduling, not the receipt of invitations.

B . Check if Calendar service is turned off for the event creator.

If the Calendar service is turned off for the event creator, they would not be able to create or send any Calendar events in the first place. Since the user created and sent the invite (as mentioned by the recipient not receiving it), the Calendar service must be active for the creator.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn Google Calendar on or off for users" explains how administrators can control access to the Calendar service. If the service is off for a user, they would not have Calendar functionality.

C . Check whether the Calendar event has more than 50 guests.

While there might be limitations on the number of guests that can be added to a single Calendar event, exceeding this limit typically results in an error message for the event creator during the invitation process, not a failure of the recipient to receive the invite. Even if there were such a limit affecting receipt (which is not a common documented issue for internal users within reasonable limits), it wouldn't be the first thing to check.

Associate Google Workspace Administrator topics guides or documents reference: Google Calendar Help documentation might mention limits on the number of guests, but these limits usually pertain to the ability to add guests, send updates, or view responses, not a complete failure of delivery to some recipients within the organization.

Therefore, the most logical first step in troubleshooting why an internal recipient isn't receiving Calendar event invites is to have the recipient check their own Calendar notification settings to ensure that email notifications for new events are enabled.

Explanation:

When an internal user reports not receiving Google Calendar event invites, the most likely immediate cause to investigate on the recipient's end is their notification settings within Google Calendar. Users can customize their notification preferences, and it's possible they have turned off email notifications for new events.

Here's why option D is the most relevant first step and why the other options are less likely to be the primary cause of this specific issue:

## NEW QUESTION # 35

Your organization acquired a small agency. You need to create user accounts for these new employees. The new users must be able to use their new organization's email address and their email address with the sub-agency domain name. What should you do?

- A. Redirect the acquired domain to Google's MX records and add the account as a "send as" address.
- B. Set up the acquired agency as a user alias domain from the Manage domains page.
- C. Set up the acquired agency as a secondary domain and swap it to the primary domain.
- D. Set up the acquired agency as a secondary domain from the Manage domains page.

**Answer: B**

Explanation:

Setting up the acquired agency as a user alias domain allows users to have their new organization's email address while still being able to send and receive emails using their previous email address with the sub-agency domain. This approach efficiently ensures they can use both email addresses without requiring additional configuration for separate accounts.

## NEW QUESTION # 36

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

**Answer: C**

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 # 37**

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