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Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q31-Q36):

NEW QUESTION # 31

Your company is using Google Workspace Business Standard. The company has five meeting rooms that are all registered as resources in Google Workspace and used on a daily basis by the employees when organizing meetings. The office layout was changed last weekend, and one of the meeting rooms is now a dedicated room for management. The CEO is complaining that anyone can book the room and requested this room to be used only by the management team and their executive assistants (EAs). No one else must be allowed to book it via Google Calendar. What should you do?

- **A. As a super administrator, modify the room calendar sharing settings, and limit it to the management and EAs group.**
- B. Move the room resource to the management and EAs group so that only they can use it.
- C. As a super administrator, create a group calendar named "Management Room," and share it only with the management and the EAs.
- D. Delete the room from Google Workspace resources, and suggest using a spreadsheet shared with the management and EAs only for the room schedule.

Answer: A

Explanation:

Access Room Calendar Settings:

Navigate to the Google Admin console.

Go to Buildings and resources > Manage resources.

Find and select the specific meeting room.

Modify Sharing Settings:

Click on the room resource to open its settings.

Under "Sharing settings," restrict access to the management and EAs group.

Ensure only these groups have the permission to book the room.

Save Changes:

Save the updated settings to apply the new restrictions.

This ensures that only the designated group members can book the management room via Google Calendar.

Reference

Google Workspace Admin Help: Control Room Booking

NEW QUESTION # 32

Your company has purchased Gemini licenses for a subset of employees. You need to ensure that only users in the marketing and sales departments have access to Gemini features by using the most efficient approach. What should you do?

- A. Enable Gemini for the entire organization. Instruct users in other departments not to use Gemini.
- B. Create a script to assign a Gemini license to new users if they are in marketing or sales. Run the script daily.
- **C. Create an organizational unit (OU) for marketing and sales. Assign the Gemini licenses to that OU, and enable Gemini for that OU only.**
- D. Assign Gemini licenses to each user in the marketing and sales departments.

Answer: C

Explanation:

Creating separate organizational units (OUs) for marketing and sales allows you to apply the Gemini licenses to only those

departments. By enabling Gemini for just that OU, you ensure that only the employees in marketing and sales have access to Gemini features, ensuring an efficient and scalable solution. This avoids the need for manual assignment or unnecessary instructions to users in other departments.

NEW QUESTION # 33

You work for a midsize organization. Your compliance and audit team sees that users are frequently resetting their passwords. You must provide accurate information and ensure that the compliance team is informed every time a user changes their password. What should you do?

- A. Enable user account recovery and forward any alert to the compliance team through the alert center.
- B. Create a new alert by using user log events and check that event Login type is Google password, and include the compliance team in the email notifications.
- **C. Check the User's password changed alert in the alert center and include the compliance team in the email notifications.**
- D. Disable user account recovery so users must contact you before a reset.

Answer: C

NEW QUESTION # 34

As a team manager, you need to create a vacation calendar that your team members can use to share their time off. You want to use the calendar to visualize online status for team members, especially if multiple individuals are on vacation. What should you do to create this calendar?

- **A. Create a secondary calendar under your account, and give your team "Make changes to events" access.**
- B. Request the creation of a calendar resource, configure the calendar to "Automatically add all invitations to this calendar," and give your team "See only free/busy" access.
- C. Create a secondary calendar under your account, and give your team "See only free/busy" access.
- D. Request the creation of a calendar resource, configure the calendar to "Auto-accept invitations that do not conflict," and give your team "See all event details" access.

Answer: A

Explanation:

* Create Secondary Calendar: As the team manager, create a new calendar under your Google account specifically for tracking team vacations.

* Access Settings: Go to the calendar settings and navigate to "Share with specific people".

* Grant Access: Add your team members and give them "Make changes to events" access, allowing them to add their vacation times directly to the calendar.

* Educate Team: Inform team members on how to use this calendar to add their vacation times and check others' schedules.

* Monitor Usage: Regularly review the calendar to ensure it is being used correctly and effectively by all team members.

References:

* Google Workspace Admin Help - Share a Calendar

* Google Workspace Admin Help - Create a Team Calendar

NEW QUESTION # 35

A recent legal investigation requires all emails and Google Drive documents from a specific user to be retrieved. As the administrator, how can you fulfill the legal team's request?

- A. Use Security Investigation Tool to Search Google Drive events for all of the user's documents, and use Google Admin > Reports > Email Log Search to find their emails.
- B. Use the Gmail API and Google Drive API to automatically collect and export data.
- **C. Utilize Google Vault to hold, search, and export data of interest.**
- D. Search Google Drive for all of the user's documents, and ask them to forward all of their emails.

Answer: C

NEW QUESTION # 36

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