

Test Associate-Google-Workspace-Administrator Duration - Associate-Google-Workspace-Administrator Flexible Learning Mode



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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"> • 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 3	<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 4	<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.
Topic 5	<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.

Google Associate Google Workspace Administrator Sample Questions (Q45-Q50):

NEW QUESTION # 45

A new user at your organization is unable to access Google Meet. You have verified that the user's account is active and the correct licenses are assigned. You need to resolve the access issue. What should you do?

- A. Check the user's browser settings to ensure that Meet is not blocked.
- B. Restart the user's computer to refresh their network connection.
- C. Instruct the user to clear their browser's cache and cookies.
- **D. Verify that Meet is enabled as a service for the user's account in the Admin console.**

Answer: D

Explanation:

To resolve access issues with Google Meet, it's important to verify that Google Meet is enabled as a service for the user's account in the Admin console. Sometimes, individual services may be disabled for specific users or organizational units, even if the user has the correct license assigned. Ensuring that Google Meet is enabled for the user's account will grant them the necessary access to the service.

NEW QUESTION # 46

Your organization has enabled Google Groups for Business to let employees create and manage their own email distribution lists and web forums. You need to ensure that users cannot join external Google Groups with their Google Workspace accounts without interrupting internal group usage. What should you do?

- **A. Set the setting for Google Groups for Business called Accessing groups from outside this organization to Private.**
- B. Set the setting for Google Groups for Business called Default for permission to view conversations to All organization users.
- C. Use the Directory API to change the settings of user-created groups to disable features that allow external users to access, view, or post on groups.
- D. In Additional Google Services, turn Google Groups OFF at the root organizational unit.

Answer: A

Explanation:

By setting the Accessing groups from outside this organization to Private, you prevent users from joining external Google Groups while still allowing internal users to use Google Groups within the organization. This setting ensures that only members of your organization can join and interact with internal groups, effectively stopping external access without affecting internal group usage.

NEW QUESTION # 47

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. 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.
- D. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.

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 # 48

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. Enable strong password enforcement and require a minimum length of 20 characters at the top-level organizational unit.
- B. 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.
- 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 # 49

Your organization allows employees to use their personal mobile devices to check their work emails. You need to remove the employee's work email data from their phone when they leave the organization. What should you do?

- A. Set up data protection rules to prevent data sharing externally.
- B. Set up basic mobile management on the devices.
- C. Set up 2SV authentication on the devices.
- **D. Set up advanced mobile management on the devices.**

Answer: D

Explanation:

With advanced mobile management, you can remotely manage and wipe work-related data from personal devices when an employee leaves the organization. This includes the ability to enforce policies such as requiring a password to access the device, remotely wiping corporate data, and managing access to work resources without affecting the personal data on the device. This solution provides the necessary tools to ensure data security and compliance.

NEW QUESTION # 50

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