

Practice Test Associate-Google-Workspace-Administrator Fee, Associate-Google-Workspace-Administrator Test Vce



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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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.

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Google Associate Google Workspace Administrator Sample Questions (Q63-Q68):

NEW QUESTION # 63

Your company recently installed a free email marketing platform from the Google Workspace Marketplace. The marketing team is unable to access customer contact information or send emails through the platform. You need to identify the cause of the problem. What should you do first?

- A. Verify that the email marketing platform's subscription is active and up-to-date.
- B. Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled.
- C. Use the security investigation tool to review Gmail logs.
- **D. Check the OAuth scopes that are granted to the email marketing platform and ensure the platform has access to Contacts and Gmail.**

Answer: D

Explanation:

When a third-party application from the Google Workspace Marketplace is installed, it requests specific permissions (OAuth scopes) to access Google Workspace data and services. If the marketing team is unable to access customer contact information or send emails, the most likely cause is that the installed email marketing platform was not granted the necessary OAuth scopes for Contacts and Gmail during the installation or approval process.

Here's why other options are less likely to be the first step:

A . Verify that the email marketing platform's subscription is active and up-to-date. While important for continued use, a "free" platform from the Marketplace generally doesn't have a subscription that would prevent initial access to basic functions like contacts and sending emails unless it's a trial that expired, which isn't indicated as the primary problem. This would be a later troubleshooting step if scope issues are ruled out.

C . Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled. This setting controls whether users can install any third-party apps from the Marketplace. If it were disabled, the app likely wouldn't have been installed in the first place. If it was enabled and then disabled, the app would stop working, but the specific problem points to data access, not app disablement.

D . Use the security investigation tool to review Gmail logs. The security investigation tool is excellent for reviewing security events, but it's more for post-incident analysis or suspicious activity. In this scenario, the problem is a lack of functionality for a newly installed app, not a security breach or misconfiguration that would necessarily show up in Gmail logs immediately as an access issue for the app itself. The OAuth scopes are the more direct and initial point of failure.

Reference from Google Workspace Administrator:

Manage third-party app access to data: Google Workspace administrators can control which third-party apps can access their organization's data. This includes reviewing and managing OAuth API access for configured apps.

Reference:

Understanding OAuth scopes: When an application requests access to Google data, it does so by requesting specific "scopes." These scopes define the particular resources and operations that the application is allowed to perform. For an email marketing platform, scopes for <https://www.googleapis.com/auth/contacts> (or a more specific contact scope) and <https://www.googleapis.com/auth/gmail.send> (or a broader Gmail scope) would be crucial.

Controlling which third-party & internal apps can access Google Workspace data: This section in the Admin console specifically allows administrators to review "Configured apps" and check their "OAuth API access." This is where you would see the scopes granted to the email marketing platform.

NEW QUESTION # 64

You need to create an automated application or process that includes connectors to external data, leverages Google Sheets data, and is easily shared as a mobile application. What should you do?

- A. Copy the external data to BigQuery. Use a Connected Sheet to interact with the data.
- B. Create an automation process by using Apps Script. Run the process through Google Sheets.
- C. Create an AppSheet application to connect the different data sources. Set up the mobile application.
- D. Create an application by using App Engine. Connect the application to your Workspace environment

Answer: C

Explanation:

AppSheet is a no-code platform that allows you to easily create mobile applications that can connect to external data sources, including Google Sheets. It is ideal for quickly building automated apps that integrate data from various sources and can be easily shared with others on mobile devices. AppSheet provides an efficient way to create, customize, and deploy mobile applications without the need for extensive development skills.

NEW QUESTION # 65

You are configuring Gmail for your company and want to implement a layered security approach. You decide to implement industry-standard email authentication protocols. What should you do?

Choose 2 answers

- A. Disable IMAP for your organization to prevent external clients from accessing Gmail.
- B. Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.
- C. Configure DKIM to digitally sign outbound emails and verify their origin.
- D. Configure a blocked senders rule to block all emails from unknown senders.
- E. Set up SPF records to specify authorized mail servers for your domain.

Answer: C,E

Explanation:

To implement industry-standard email authentication protocols as part of a layered security approach for Gmail, you should configure DKIM (DomainKeys Identified Mail) and SPF (Sender Policy Framework) records for your domain. These protocols are crucial for verifying the sender's identity and ensuring the integrity of email messages.

Here's a breakdown of why options C and E are correct and why the others are not primarily email authentication protocols or best practices in this context:

C . Configure DKIM to digitally sign outbound emails and verify their origin.

DKIM adds a digital signature to the headers of outbound emails. This signature is verified by receiving mail servers using a public key published in your domain's DNS records. DKIM helps to confirm that the email was indeed sent from your domain and that its content has not been altered in transit. It is a key email authentication protocol that enhances deliverability and protects against email spoofing.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Help prevent email spoofing with DKIM" (or similar titles) explains how to set up DKIM for your domain. It details the process of generating a DKIM key, adding the public key as a TXT record in your DNS, and enabling DKIM signing in the Google Admin console. The documentation emphasizes DKIM's role in authenticating outbound mail and improving email security.

E . Set up SPF records to specify authorized mail servers for your domain.

SPF is a DNS-based email authentication protocol that allows you to specify which mail servers are authorized to send emails on behalf of your domain. Receiving mail servers check the SPF record in the sender's domain's DNS to verify if the sending server's IP address is listed as authorized. This helps to prevent spammers from forging the "From" address of your domain.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Help prevent spoofing with SPF" (or similar titles) guides administrators on creating and publishing SPF records in their domain's DNS. It explains the syntax of SPF records and how they help receiving servers validate the sender's origin, thus reducing spoofing and improving deliverability.

Now, let's look at why the other options are not the primary choices for implementing industry-standard email authentication protocols:

A . Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.

Email quarantine is a security feature that holds potentially harmful or suspicious emails for review. While it can help manage unauthenticated emails, it is a response to potential authentication failures or suspicious content, not an authentication protocol itself. Quarantine helps in handling emails that fail authentication checks (like SPF or DKIM) or are flagged by other security measures.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on Gmail quarantine settings explains how to configure them to manage suspicious emails, including those that may not be properly authenticated. It's a post-authentication handling mechanism.

B . Configure a blocked senders rule to block all emails from unknown senders.

Blocking all emails from "unknown senders" is an overly aggressive and impractical approach for most organizations, as you will likely receive legitimate emails from new contacts or domains. While you can create blocklists, it's not a standard email authentication protocol and can lead to significant disruption of email flow.

Associate Google Workspace Administrator topics guides or documents reference: Gmail's blocking features allow users and administrators to block specific addresses or domains, but blocking all unknown senders is not a recommended security practice.

D . Disable IMAP for your organization to prevent external clients from accessing Gmail.

Disabling IMAP can enhance security by limiting how users access their email, potentially reducing the risk of compromised third-party applications. However, it is not an email authentication protocol that verifies the sender of an email. It controls access to the mailbox, not the authentication of emails received or sent.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on managing IMAP and POP access explains how to enable or disable these protocols for users, focusing on access methods rather than email sender authentication.

Therefore, the two correct answers for implementing industry-standard email authentication protocols are configuring DKIM to sign outbound emails and setting up SPF records to specify authorized sending servers.

NEW QUESTION # 66

An employee with a Workspace Business Plus license at your company is going on a long leave soon. The employee will not need access to their Google Workspace data, but their teammates will need access to the employee's data. When the employee returns from leave, you will need to restore access to their account, data, emails, and shared documents. You need to preserve the employee's Workspace data while also minimizing cost while they are on leave. What should you do?

- A. Export the account data by using Takeout, and remove the user license in the Admin console.
- B. Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.

- C. Purchase an Archived User license and assign the license to the employee.
- D. Suspend their account in the Admin console.

Answer: C

Explanation:

To preserve an employee's Google Workspace data while they are on long leave, allow teammates access to that data, and minimize costs with the intention of fully restoring the account upon their return, the best course of action is to purchase an Archived User license and assign it to the employee.

Here's why option B is the most suitable and cost-effective solution that meets all the requirements:

B . Purchase an Archived User license and assign the license to the employee.

Google Workspace offers Archived User licenses at a significantly lower cost than a full user license. When you assign an Archived User license to an account, the data (including Gmail, Drive, and other Workspace services) is retained and can be accessed by other authorized users (e.g., administrators or delegated teammates). The user themselves cannot log in or use the services, thus minimizing cost. Upon the employee's return, you can easily reassign a full Business Plus license to their account, restoring their full access without any data loss or complex restoration processes.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "About Archived User licenses" (or similar titles) explicitly describes this scenario as the intended use case for Archived User licenses. It outlines the reduced cost, the preservation of data, the ability for administrators to access the data (and delegate access), and the seamless transition back to a full license when the user returns.

A . Suspend their account in the Admin console.

Suspending an account prevents the user from accessing it, but it typically retains the full license cost. While an administrator might be able to access some data in a suspended account, it doesn't offer the cost savings of an Archived User license. Additionally, depending on the suspension duration and Google's policies, there might be implications for long-term data retention without an active or archived license.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Suspend or restore users" explains the functionality of account suspension. It primarily focuses on temporarily revoking access, not on long-term, cost-effective data preservation with potential for delegated access.

C . Export the account data by using Takeout, and remove the user license in the Admin console.

While Google Takeout allows you to export user data, this creates a separate archive that is not directly integrated with Google Workspace. Providing teammates access to this exported data would be cumbersome and not as seamless as accessing it within the original Workspace environment. Removing the user license would stop data retention in Google Workspace, and restoring the account fully upon the employee's return would involve re-importing the data, which can be complex, time-consuming, and potentially lead to data loss or inconsistencies. This option does minimize cost by removing the license but at the expense of easy access and seamless restoration.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on Google Takeout describes its purpose for exporting data out of Google services, primarily for personal use or data migration, not for temporary data preservation and collaborative access within the Workspace environment. Removing a license typically leads to data deletion after a certain period unless an alternative (like an Archived User license) is in place.

D . Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.

This approach involves significant data manipulation and potential loss of context. Copying emails might not preserve the entire mailbox structure and could miss important information. Transferring file ownership can be complex and might not cover all types of data or shared items. Deleting the user account would permanently remove the data, making full restoration upon the employee's return impossible. This option is not suitable for preserving the employee's Workspace data and restoring their account later.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace's account management best practices emphasize preserving user accounts and data for returning employees. Deleting accounts with the intention of temporary leave is strongly discouraged due to the difficulty and risks associated with data recovery and account recreation.

Therefore, the most appropriate action that meets all the requirements of preserving data, providing access to teammates, minimizing cost during the leave, and allowing for full restoration upon return is to purchase an Archived User license and assign it to the employee.

NEW QUESTION # 67

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. Enforce a strong password policy, and enforce the password policy at the next sign-in.
- C. Implement Google's basic management on mobile devices.

- D. Deploy a third-party mobile device management (MDM) solution.

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 # 68

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