

Associate-Google-Workspace-Administrator Braindumps

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Reliable Exam Syllabus



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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">• 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 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"> 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 5	<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.

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Google Associate Google Workspace Administrator Sample Questions (Q25-Q30):

NEW QUESTION # 25

Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of similar incidents in the future.

What should you do?

- A. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.
- B. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.

- C. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.
- D. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.

Answer: D

Explanation:

The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

NEW QUESTION # 26

You work at a large organization that prohibits employees from using Google Sites. However, a task force comprised of three people from five different departments has recently been formed to work on a project assigned by the Office of the CIO. You need to allow the users in this task force to temporarily use Google Sites. You want to use the least disruptive and most efficient approach.

What should you do?

- A. Create an access group for the task force's 15 users. Grant Google Sites access to the group.
- B. Create a configuration group for the task force's 15 users. Grant Google Sites access to the group.
- C. Place the 15 task force users into a new organizational unit (OU). Turn on Google Sites access for the OU.
- D. Turn Google Sites access on for each of the 15 users in the task force.

Answer: C

Explanation:

Creating a new organizational unit (OU) for the task force members and turning on Google Sites access for that OU is the least disruptive and most efficient approach. It allows you to target only the users in the task force, granting them temporary access to Google Sites without impacting the rest of the organization. This solution also provides clear control over the access, which can be easily modified when the task force's work is completed.

NEW QUESTION # 27

Your company has offices in several different countries and is deploying Google Workspace.

You're setting up Google Calendar and need to ensure that, when a user is creating a Google Calendar event, rooms are suggested in a nearby office. What should you do?

- A. Add your users to organizational units (OUs) by location. Add room resources to the corresponding OUs.
- B. Assign building ID, floor name, and floor section to define users' work locations based on defined buildings and rooms.
- C. Add your users to Google Groups by location. Add room resources to the corresponding groups.
- D. Restrict room sharing to a dynamic group based on user location.

Answer: A

Explanation:

To ensure that Google Calendar suggests nearby office rooms when a user creates an event, you need to associate both the users and the room resources with their respective locations within the Google Workspace organizational structure. The most effective way to do this is by organizing users into organizational units (OUs) based on their location and then associating the room resources with the corresponding OUs.

NEW QUESTION # 28

Your company wants to start using Google Workspace for email. Your domain is verified through a third-party provider. You need to route the email to Google Workspace. What should you do?

- A. Configure a forwarding rule in your current email system to redirect all messages to Gmail.
- B. Update your domain's MX records to the Google Workspace MX records provided in the setup instructions.

- C. Change your domain's A record to point to Google's mail servers.
- D. Create a CNAME record that maps your domain to "gmail.com"

Answer: B

Explanation:

To route your email to Google Workspace, you need to update your domain's MX (Mail Exchange) records to point to Google's mail servers. This step ensures that emails sent to your domain are delivered to your Google Workspace Gmail accounts. The MX records are provided in the setup instructions during the Google Workspace configuration process.

NEW QUESTION # 29

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

Answer: B

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.

NEW QUESTION # 30

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