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

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

## Google Associate Google Workspace Administrator Sample Questions (Q15-Q20):

### NEW QUESTION # 15

Your company distributes an internal newsletter that contains sensitive information to all employees by email. You've noticed unauthorized forwarding of this newsletter to external addresses, potentially leading to data leaks. To prevent this, you need to

implement a solution that automatically detects and blocks such forwarding while allowing legitimate internal sharing. What should you do?

- A. Add a banner to the newsletter that warns users that external sharing is prohibited.
- B. Develop an Apps Script project by using the Gmail API to scan sent emails for the newsletter content and external recipients. Automatically revoke access for violating users.
- C. Create a content compliance rule to modify the newsletter subject line, adding a warning against external forwarding.
- D. **Create a Gmail content compliance rule that targets the internal newsletter, identifying instances of external forwarding. Configure the rule to reject the message when such forwarding is detected**

**Answer: D**

Explanation:

A Gmail content compliance rule allows you to specifically target the internal newsletter and automatically detect when it is forwarded to external addresses. By rejecting such messages, you can prevent unauthorized sharing of sensitive information while still permitting internal sharing. This solution is effective for enforcing data security policies without manual intervention.

#### **NEW QUESTION # 16**

Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.

What should you do?

Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.

What should you do?

- A. Create a folder inside the shared drive. Share the files with the group by using the share function.
- B. **In the Admin console, assign Contributor access for the shared drive to the group. Assign Content Manager access for the shared drive to the single user.**
- C. Create a folder inside the shared drive. Share the folder link with the group.
- D. In the Admin console, assign Contributor access for the shared drive to each user. Assign Content Manager access for the shared drive to the single user.

**Answer: B**

Explanation:

By assigning Contributor access to the group, all 150 users will be able to add and edit files in the shared drive. Assigning Content Manager access to the single user ensures that only that person has the ability to move, delete, and share content within the shared drive. This approach efficiently meets the requirement of limiting certain administrative privileges while allowing the group to collaborate on content.

#### **NEW QUESTION # 17**

Your organization acquired a small agency with only five users. You need to create user accounts for these new employees. Agency users must have their original email address. You have added the agency's domain as a secondary domain. What should you do?

- A. Bulk upload all users using a CSV file.
- B. Use the Directory API to automatically create the user accounts.
- C. **Manually create users from the Admin console. When creating the user account, choose the agency domain to be used for the email address.**
- D. Use Google Cloud Directory Sync (GCDS) to sync users from an existing directory.

**Answer: C**

Explanation:

The key information here is "only five users" and "Agency users must have their original email address. You have added the agency's domain as a secondary domain." For a small number of users (five), manually creating them in the Admin console is the most straightforward and least complex method. When creating a new user, the Admin console allows you to select the domain for their primary email address from any secondary domains you have added to your Google Workspace account.

Here's why the other options are less suitable:

- A . Use the Directory API to automatically create the user accounts. While the Directory API can be used for automation, it requires scripting or programming knowledge. For just five users, this is overkill and introduces unnecessary complexity.
- C . Use Google Cloud Directory Sync (GCDS) to sync users from an existing directory. GCDS is designed for syncing large numbers of users and groups from an on-premise directory (like Active Directory) to Google Workspace. For only five users, and if there isn't an existing directory that needs ongoing synchronization, GCDS is far too complex and unnecessary.
- D . Bulk upload all users using a CSV file. Bulk upload using a CSV file is efficient for a larger number of users (e.g., dozens, hundreds, or thousands). For only five users, preparing a CSV file might take as much or more time than simply creating them one by one through the graphical interface, especially if it's a one-time task.

Reference from Google Workspace Administrator:

Add users one by one: This method is explicitly recommended for adding a small number of users (e.g., 10 or fewer). During the user creation process, you have the option to choose the domain for the user's primary email address from your available domains.

Reference:

Add a domain or domain alias: This is the prerequisite step mentioned in the question ("You have added the agency's domain as a secondary domain.") which allows you to use that domain for user email addresses.

## NEW QUESTION # 18

Your organization handles a significant amount of sensitive customer data and must follow strict industry regulations. To meet an upcoming compliance deadline, you need to quickly implement a solution that automatically classifies files stored in Google Drive based on the content of files.

What should you do?

- A. Implement a third-party data governance tool that integrates with Drive and provides advanced classification capabilities.
- B. **Create data loss prevention (DLP) rules for Drive. Configure the rules to apply Drive labels based on content.**
- C. Add users into organizational units (OUs). Configure default file classification in Drive for the desired OUs.
- D. Apply Drive labels based on content. Use Google Vault to create retention rules based on Drive labels, ensuring that data is kept for the required duration.

### Answer: B

Explanation:

Data loss prevention (DLP) rules in Google Workspace allow you to automatically classify and label files in Google Drive based on their content, such as identifying sensitive customer data. This ensures compliance by applying the appropriate classification to files as they are stored, allowing you to quickly meet the compliance deadline while automating the classification process based on predefined criteria.

## NEW QUESTION # 19

The current data storage limit for the sales organizational unit (OU) at your company is set at 10GB per user. A subset of sales representatives in that OU need 100GB of storage across shared services. You need to increase the storage for only the subset of sales representatives by using the least disruptive approach and the fewest configuration steps. What should you do?

- A. Instruct the subset of users to store their documents in a Shared Drive with a 100GB limit.
- B. **Move the subset of users to a sub-OU, and assign a 100GB storage limit to that sub-OU.**
- C. Change the storage limit of the sales OU to 100GB.
- D. Create a configuration group, and add the subset of users to that group. Set the group storage limit to 100GB.

### Answer: B

Explanation:

By moving the subset of sales representatives to a sub-organizational unit (OU) and assigning a 100GB storage limit to that sub-OU, you can efficiently increase the storage for those users without affecting the rest of the sales team. This approach allows you to target the specific users that require more storage, maintaining minimal disruption and configuration steps.

## NEW QUESTION # 20

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