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

Topic	Details
Topic 1	<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 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"> • 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 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"> • 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.

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Google Associate Google Workspace Administrator Sample Questions (Q73-Q78):

NEW QUESTION # 73

You work for a global organization that has offices in the United States and the European Union (EU). There is an organizational unit (OU) for employees in the United States and a separate OU for employees in the EU. Your company regulations need you to ensure that your users data is located in the same region as their physical office. What should you do?

- A. Set the OU data location to No preference.
- B. Turn on advanced settings and select Disable features that may process data across multiple regions.

- C. Turn on advanced settings and select Enable features that may process data across multiple regions.
- **D. Set a data region policy for each region's OU.**

Answer: D

Explanation:

Google Workspace allows organizations to control the geographic location of their data for compliance and regulatory reasons, often referred to as "data regions" or "data locality." To ensure user data is located in the same region as their physical office, especially for compliance with regulations like those in the EU, you need to set a data region policy for the respective organizational units.

Here's why the other options are incorrect:

A . Set the OU data location to No preference. "No preference" means Google can store the data wherever it deems appropriate, which goes against the requirement of ensuring data is located in a specific region (e.g., EU for EU users, US for US users).

B . Turn on advanced settings and select Enable features that may process data across multiple regions. This option would allow data to be processed across multiple regions, which directly contradicts the company regulation that requires data to be located in the same region as their physical office.

C . Turn on advanced settings and select Disable features that may process data across multiple regions. While this might seem related to controlling data flow, the primary mechanism for specifying data residency for OUs is through data region policies, not simply disabling cross-region processing features. Disabling such features might limit functionality without directly setting the data storage region.

Reference from Google Workspace Administrator:

Choose a data region for your data: Google Workspace provides options for administrators to choose a data region for covered Google Workspace services, which applies to primary customer data at rest. This can be set at the organizational unit (OU) level.

Reference:

Data regions FAQ: This resource provides more details on what data is covered, how data regions work, and the implications of setting them. It emphasizes that you can set the data region at the OU level.

NEW QUESTION # 74

An executive at your organization asked you to give their executive administrator access to their Workspace account. You need to ensure that this executive administrator can manage emails in the executive's account. You need to maintain security and privacy of the executive's account. What should you do?

- A. Assist the executive in setting up email forwarding to their executive administrator.
- **B. Grant delegated access to the executive's Gmail account, and assign access to their executive administrator in Gmail settings.**
- C. Instruct the executive to share their password with their executive administrator.
- D. Create a Google Group, and add all executive administrators. Enable delegated access to the Group.

Answer: B

Explanation:

Granting delegated access allows the executive administrator to manage the executive's emails without requiring access to the executive's password. This solution ensures security and privacy by limiting the permissions to email management only, while keeping the executive's account secure. The executive administrator will be able to send, read, and delete emails on behalf of the executive, but they won't have access to other aspects of the account.

NEW QUESTION # 75

Your company handles sensitive client data and needs to maintain a high level of security to comply with strict industry regulations. You need to allow your company's security team to investigate potential security breaches by using the security investigation tool in the Google Admin console.

What should you do?

- A. Assign the super admin role to the security team
- **B. Create an administrator role with Security Center access. Assign the role to the security team.**
- C. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.
- D. Assign the User Management Admin role to the security team.

Answer: B

Explanation:

To allow the security team to investigate potential security breaches using the security investigation tool, you should create a custom administrator role with Security Center access. This role will provide the security team with the necessary permissions to access and use the security investigation tool without granting them unnecessary permissions, such as those associated with User Management or Super Admin roles. This approach ensures both security and compliance with industry regulations.

NEW QUESTION # 76

Your company wants to enable single sign-on (SSO) for its employees to access a newly acquired cloud-based marketing platform. The marketing platform vendor has confirmed SAML 2.0 compatibility and provided the necessary metadata. You need to streamline user access and centralize authentication through Google Workspace. What should you do?

- A. Enable two-factor authentication for all users to enhance security before implementing SSO.
- B. Request an API key from the marketing platform vendor for SAML integration.
- C. Create a new SAML application in the Google Admin console.
- D. Instruct employees to log in to the marketing platform using the Sign In with Google functionality.

Answer: C

Explanation:

To enable single sign-on (SSO) through Google Workspace, you need to create a new SAML application in the Google Admin console. This allows users to authenticate centrally through Google Workspace when accessing the marketing platform, leveraging SAML 2.0 compatibility. You can then upload the metadata provided by the marketing platform vendor to complete the integration. This approach ensures streamlined access and centralized authentication for your employees.

NEW QUESTION # 77

Your company has just started using Search Ads 360. You need to limit access to Additional Google services for your entire organization by using the Admin console. Only the marketing team and a specific group of users from the web design team should have access. What should you do?

- A. Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.
- B. Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.
- C. Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU, and move the web design team users who need access into this sub-OU.
- D. Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.
- E. Enable Search Ads 360 at the top level of your organizational structure.

Answer: B

Explanation:

This approach leverages both organizational units and groups for access control. By enabling Search Ads 360 for the marketing OU, you grant access to all users within that department. Then, by creating a separate group containing the specific web design users who require access and enabling Search Ads 360 for that group, you provide them with the necessary permissions without granting access to the entire web design OU. This method allows for targeted access based on both departmental affiliation and specific user needs, aligning with the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn services on or off for users" explains how to control access to Google services at both the organizational unit and group levels. It highlights the flexibility of using a combination of OUs and groups to achieve granular access control. Enabling a service for an OU applies it to all members of that OU, while enabling it for a group applies it only to the members of that specific group, regardless of their OU.

A. Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.

While you can deny service access using groups, it's generally more straightforward and less prone to errors to explicitly grant access only to those who need it. Enabling the service for the entire web design OU and then trying to revoke access for some users within it adds unnecessary complexity and potential for misconfiguration. Deny rules can also sometimes interact in unexpected ways with allow rules.

Associate Google Workspace Administrator topics guides or documents reference: While the Admin console allows for denying service access through groups, the documentation often emphasizes granting access to specific OUs or groups that require it as a

more manageable and transparent approach.

B . Enable Search Ads 360 at the top level of your organizational structure.

Enabling Search Ads 360 at the top level would grant access to the service to every user in your organization. This directly contradicts the requirement to limit access to only the marketing team and a specific group within the web design team. This option provides the least control and violates the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: Google's best practices for service control emphasize granting access only to those who need it, typically by applying settings at the OU or group level, not organization-wide unless the service is intended for everyone.

C . Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU, and move the web design team users who need access into this sub-OU.

Creating a sub-OU under the marketing OU for users from the web design team who need access is a less logical organizational structure. It mixes users from different departments within the same branch of the OU hierarchy, which can complicate future policy management and reporting. It's generally better to keep users within their respective departmental OUs and use groups for cross-departmental service access.

Associate Google Workspace Administrator topics guides or documents reference: Google's guidance on OU structure recommends organizing users based on their functional role or department within the organization for logical policy management and reporting. Creating sub-OUs based on service access needs rather than organizational structure is not a typical recommendation. Therefore, the most appropriate and manageable solution is to enable Search Ads 360 for the marketing OU and create a separate group containing the specific web design users who need access, then enable the service for that group as well.

Explanation:

To limit access to Search Ads 360 to only the marketing team and a specific group of users from the web design team, the most effective and Google-recommended approach is to enable the service for the marketing organizational unit (OU) and then create a separate group containing the specific web design users who need access, enabling the service for that group as well. This allows for granular control and avoids granting access to the entire web design OU.

Here's why option D is the correct solution and why the others are less ideal:

NEW QUESTION # 78

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