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

Topic	Details

Topic 1	• 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 2	• 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	• 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 4	• 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	• 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 (Q40-Q45):

NEW QUESTION # 40
Your security team is concerned about disgruntled employees downloading large amounts of intellectual property. You need to create an automatic notification if any user downloads more than 500 files from Google Drive within a one-hour period. What should

you do?

- A. Configure a Data Loss Prevention (DLP) rule for Drive.
- B. Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests.
- C. Use the alert center to review Drive audit logs for instances where users download a large number of files.
- D. Create an activity rule in the security investigation tool to monitor Drive download events. Set a threshold to trigger an alert.

Answer: D

Explanation:
To create an automatic notification for a specific event (downloading more than 500 files from Google Drive within a one-hour period), an "activity rule" in the Google Workspace Security Center (which leverages the security investigation tool's capabilities) is the most appropriate and direct solution. Activity rules allow you to define conditions based on log events (like Drive downloads) and set thresholds to trigger alerts and even automated actions.
Here's why the other options are less suitable for this specific requirement:
B . Use the alert center to review Drive audit logs for instances where users download a large number of files. The Alert Center displays alerts, but it doesn't create the custom alert for this specific threshold. You would review existing alerts here. While Drive audit logs are the source of the data, the Alert Center isn't where you configure the rule to generate the alert based on a specific count of downloads within a time period.
C . Configure a Data Loss Prevention (DLP) rule for Drive. DLP rules are designed to prevent sensitive data from being shared or downloaded. They focus on the content of the files (e.g., credit card numbers, PII). While useful for data exfiltration, a DLP rule wouldn't specifically count the number of downloads to trigger an alert based on a volume threshold, regardless of content.
D . Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests. While technically possible via Google Cloud's logging and monitoring infrastructure if you're forwarding Google Workspace logs there, this is a more complex and advanced solution requiring integration with Google Cloud Platform. The Google Workspace Admin console offers a direct, built-in feature (activity rules) for this specific use case, making it the more efficient and less expensive solution within the context of Google Workspace administration.
Reference from Google Workspace Administrator:
Create and manage activity rules: This documentation directly explains how to create activity rules, including setting conditions based on log events (like Drive downloads) and defining thresholds to trigger alerts.
Reference:
Specifically, for Drive download events: The activity rule configuration allows you to select "Drive log events" as the data source and then filter by "Download" event type. You can then define the threshold (e.g., count > 500 within 1 hour).
Drive audit log events: These logs are the source data that activity rules analyze. They capture events like "Download." About the security investigation tool: Activity rules are often created within or leverage the capabilities of the security investigation tool.

NEW QUESTION # 41
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 metadat a. You need to streamline user access and centralize authentication through Google Workspace. What should you do?

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

Answer: B

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 # 42
Several employees from your finance department are collaborating on a long-term, multi-phase project. You need to create a confidential group for this project as quickly as possible. You also want to minimize management overhead. What should you do?

- A. Create a dynamic group and define the Department user attribute as a condition for membership with the value as the finance department.
- B. Create a Google Group and update the settings to allow anyone in the organization to join the group.
- C. Create a Google Group and appoint a group admin to manage the membership of this group.
- D. Create a Google Group by using Google Cloud Directory Sync (GCDS) to automatically sync the members.

Answer: A

Explanation:
A dynamic group automatically updates membership based on user attributes, such as department, ensuring that only relevant employees (e.g., those in the finance department) are added to the group. This minimizes management overhead because the membership is updated automatically, without the need for manual intervention. It also ensures that the group remains up to date as employees join or leave the department.

NEW QUESTION # 43
Your company is streamlining workflows by creating custom applications for tasks like filing expense reports or requesting time off. You need to identify a Google Workspace solution to develop these applications. Your development team has only basic coding knowledge. What should you do?

- A. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.
- B. Enable AppSheet for your organization.
- C. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- D. Direct employees to use Google Forms to collect data and create basic workflows.

Answer: B

Explanation:
The core requirement is to create custom applications for workflows like expense reports and time off, with a development team that has "only basic coding knowledge." This strongly points to a "no-code" or "low-code" platform.
AppSheet is Google's no-code development platform, designed specifically for users (often referred to as "citizen developers") with basic or no coding knowledge to build custom mobile and web applications directly from data sources like Google Sheets, Forms, or other databases. It's ideal for automating business processes and creating custom workflows without traditional programming.

NEW QUESTION # 44
Your company has recently purchased a new domain name to use for the corporate email addresses. However, you are unable to access certain features in Google Workspace because the domain is not verified. You need to verify the domain. What should you do?

- A. Contact Google support and request manual verification.
- B. Add an MX record to your DNS zone that points to Google Workspace.
- C. Request a TXT record be added to the DNS zone by your domain registrar.
- D. Purchase a SSL certificate for your domain.

Answer: C

Explanation:
To verify a domain name with Google Workspace and gain access to all its features, you typically need to prove that you own the domain. One of the most common methods for doing this is by adding a specific TXT record to your domain's DNS (Domain Name System) zone. Google provides this unique TXT record, and once it's published in your DNS, Google can verify your ownership. Here's why option C is the correct approach and why the others are not the standard methods for domain verification in Google Workspace:
C . Request a TXT record be added to the DNS zone by your domain registrar.
Google Workspace provides a unique TXT record that you need to add to your domain's DNS settings. This record contains a specific code that Google's systems check for. By finding this record in your domain's public DNS, Google can confirm that you have control over the domain and are authorized to use it with Google Workspace. You usually manage DNS records through the interface provided by your domain registrar or your DNS hosting provider.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Verify your domain for Google Workspace" (or similar titles) explicitly outlines the different methods for domain

verification. Adding a TXT record is consistently presented as a primary and recommended method. The documentation provides the exact steps:Sign in to your domain host (domain registrar).

Go to your domain's DNS records.

Add a TXT record with the value provided by Google.

Save the TXT record.

In the Google Admin console, start the verification process. Google will then check for the TXT record.

A . Contact Google support and request manual verification.

While Google support can assist with domain verification issues, it's not the standard first step. Manual verification is usually reserved for situations where the standard methods (like TXT or CNAME records) cannot be used or have failed. You should first attempt one of the standard DNS-based verification methods.

Associate Google Workspace Administrator topics guides or documents reference: The standard domain verification process, as documented in Google Workspace Admin Help, primarily involves DNS record modifications. Contacting support is usually a step taken if there are problems with these standard methods.

B . Add an MX record to your DNS zone that points to Google Workspace.

MX records are for directing email to the correct mail servers. While you will eventually need to configure MX records to use Gmail with your domain, adding them is not the primary step for verifying the domain's ownership. Domain verification needs to be completed before you can fully set up email and have Google manage your domain's email flow.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation clearly separates the steps for domain verification from setting up MX records for email. Verification comes first to prove ownership.

D . Purchase an SSL certificate for your domain.

An SSL (Secure Sockets Layer) certificate is used to secure communication between a web server and a browser, typically for websites. It is not related to verifying domain ownership for Google Workspace services. While having an SSL certificate is important for website security, it does not serve as a method for Google to confirm that you own the domain for Google Workspace setup.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace domain verification methods are specifically focused on demonstrating control over the domain's DNS records. SSL certificates are a separate aspect of web security.

Therefore, the correct action to verify your domain for Google Workspace is to request a TXT record from Google and add it to your domain's DNS zone through your domain registrar's management interface.

NEW QUESTION # 45

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