

Associate-Google-Workspace-Administrator Books PDF & New Associate-Google-Workspace-Administrator Test Sims

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Professional Google Workspace Administrator

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

Topic	Details

Topic 1	<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 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"> 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	<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"> 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.

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Google Associate Google Workspace Administrator Sample Questions (Q44-Q49):

NEW QUESTION # 44

Your organization has detected a significant rise in unauthorized access to applications from personal devices. This poses a critical security risk and could lead to data loss. To mitigate this risk, you must immediately restrict user access to these applications. What should you do?

- A. Limit apps access to company-issued devices by using context-aware access.
- B. Enable data loss prevention rules.
- C. Enable multi-factor authentication for application access.
- D. Configure apps data access to Limited to only allow access to unrestricted services.

Answer: A

Explanation:

The problem states a "significant rise in unauthorized access to applications from personal devices," posing a "critical security risk" and potential "data loss." The immediate goal is to "immediately restrict user access to these applications" from personal devices. Context-Aware Access (CAA) is specifically designed to control access to Google Workspace applications based on the "context" of the user and their device. This includes whether the device is managed (company-issued) or unmanaged (personal), its security posture, IP address, and location. By configuring CAA policies, you can enforce that users can only access specific applications if they are using a company-issued device.

Here's why the other options are less effective or not the primary solution for this immediate restriction:

B . Enable multi-factor authentication for application access. MFA is a crucial security layer, but it authenticates the user, not the device. A disgruntled employee could still use their personal device with MFA enabled to download data if no device-based restriction is in place. It prevents unauthorized users but not authorized users on unauthorized devices.

C . Enable data loss prevention rules. DLP rules are excellent for preventing sensitive data from leaving the organization (e.g., by blocking sharing of files containing credit card numbers). However, they don't restrict access to applications based on the device type. An employee could still access and potentially download non-DLP-sensitive data from a personal device if only DLP is enabled. The immediate risk is access from personal devices, not just content-based data loss.

D . Configure apps data access to Limited to only allow access to unrestricted services. This option typically refers to allowing specific APIs or services to be accessed by third-party apps, or perhaps limiting access within a highly restricted environment. It's not a direct control mechanism for user access from personal vs. company-issued devices to core Google Workspace applications. Reference from Google Workspace Administrator:

Protect your business with Context-Aware Access: This is the primary documentation for Context-Aware Access, explicitly mentioning its use case for "Allow access to apps only from company-issued devices." Reference:

About Context-Aware Access: Provides an overview of how CAA works and its capabilities, including controlling access based on device security status (e.g., managed vs. unmanaged).

NEW QUESTION # 45

Your company's help desk is receiving technical support tickets from employees who report that messages from known external contacts are being sent to the spam label in Gmail. You need to correct the issue and ensure delivery of legitimate emails without introducing additional risk as soon as possible. What should you do?

- A. Ask employees to select the messages in Gmail that are being delivered to spam and mark them as Not spam
- B. Create an address list of approved senders so messages from these users bypass Gmail's spam filters and recipients can decide whether they are spam or not.
- C. Contact the external senders, and tell them to authenticate their sent mail by using domain-based message authentication, reporting, and conformance (DMARC).
- D. Turn off more aggressive spam filtering in spam policies that are applied to the users' organizational unit and add the senders' mail system IP addresses to the email allowlist.

Answer: A

Explanation:

Asking employees to mark legitimate emails as "Not spam" helps train Gmail's spam filter to correctly identify these senders as trusted. This is a quick and effective way to correct the issue without introducing any additional risk or changes to the email filtering settings. Over time, Gmail will learn to recognize these senders as legitimate, reducing the likelihood of their messages being misclassified as spam in the future.

NEW QUESTION # 46

You are configuring Google Chat for your organization. Using the Admin console, you want to enable employees to view their chat history by default and allow employees to turn off chat history. What should you do?

- A. Set the space history setting to OFF and chat history to ON.
- B. Set the top-level default conversation history settings to OFF and allow users in each organizational unit (OU) to change their history setting.
- C. Configure Google Vault to retain all Chat messages, and exclude organizational units (OUs) with users who want to turn Chat history off.
- D. Set the top-level default conversation history setting to ON and allow users to change their history setting.

Answer: D

Explanation:

By setting the default conversation history to "ON" at the top level, all employees will have chat history enabled by default. Allowing users to change their own history setting gives them the flexibility to turn off chat history if they choose to do so. This approach aligns with your goal of enabling chat history by default while still giving employees the option to turn it off.

NEW QUESTION # 47

Your organization is increasingly concerned about its environmental impact. You want to assess the environmental impact of using Google Workspace services. Which report should you use?

- A. Apps Monthly Uptime report
- B. Accounts report
- C. Carbon footprint report
- D. Google Environmental Report

Answer: C

Explanation:

To assess the environmental impact of using Google Workspace services, you should refer to the Google Environmental Report. Google publishes comprehensive reports detailing its environmental efforts, including the energy efficiency of its data centers, its use of renewable energy, and its overall carbon footprint, which includes the impact of services like Google Workspace.

Here's why option B is the correct choice and why the others are not relevant to assessing the overall environmental impact of using Google Workspace:

B . Google Environmental Report

Google regularly publishes detailed environmental reports that cover various aspects of its sustainability initiatives, including its progress towards using renewable energy, its efforts to improve energy efficiency in its operations (which power Google Workspace), and its overall carbon footprint. These reports provide insights into the environmental impact associated with using Google services.

Associate Google Workspace Administrator topics guides or documents reference: While there might not be a specific "Google Workspace Environmental Impact Report" as a standalone document within the Admin console, Google's overarching "Environmental Report" (often found on Google's sustainability or environmental responsibility websites) encompasses the infrastructure and practices that support all Google services, including Google Workspace. Administrators looking for this information would be directed to these publicly available Google reports.

A . Carbon footprint report

While the concept of a "carbon footprint report" is relevant to environmental impact, Google typically includes this information within its broader "Environmental Report" rather than providing a separate report specifically for Google Workspace usage within an organization's Admin console. You would likely find data related to the carbon efficiency of Google's infrastructure in their main environmental disclosures.

Associate Google Workspace Administrator topics guides or documents reference: Google's communication about its carbon footprint and environmental efforts is usually consolidated in their public sustainability reports.

C . Apps Monthly Uptime report

The Apps Monthly Uptime report provides information about the reliability and availability of Google Workspace services. It

focuses on service performance and uptime metrics, not on environmental impact or sustainability.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on service-level agreements (SLAs) and service status provides information about uptime guarantees and how to monitor service availability, which is the focus of the Apps Monthly Uptime report.

D . Accounts report

The Accounts report in the Google Admin console provides details about user accounts within your organization, such as the number of active users, account status, and other user-related information. It does not contain any data or analysis related to the environmental impact of using Google Workspace services.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on reporting and user accounts describes the information available in the Accounts report, which is focused on user management and activity metrics.

Therefore, to assess the environmental impact of using Google Workspace services, your organization should refer to the publicly available Google Environmental Report, which details Google's sustainability efforts and overall environmental performance.

NEW QUESTION # 48

A user in your organization received a spam email that they reported for further investigation. You need to find out more details and the scope of this incident as quickly as possible. What should you do?

- A. Conduct a search to find all emails sent by the sender by using the Gmail API.
- B. **Conduct a search in the security investigation tool to find this email, and identify whether additional users were affected.**
- C. Conduct a Vault search to find this email and identify if additional users were affected.
- D. Conduct an Email reports search to find this email and all of the email's recipients.

Answer: B

Explanation:

The security investigation tool is specifically designed for investigating security incidents like spam and phishing emails. It allows you to search for emails, review their details, and determine the scope of the incident, including identifying whether other users were affected. This tool is the most appropriate and efficient way to respond to the incident.

NEW QUESTION # 49

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