

# Associate-Google-Workspace-Administrator Online Exam, Current Associate-Google-Workspace-Administrator Exam Content



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

Topic	Details
Topic 1	<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 2	<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>

Topic 3	<ul style="list-style-type: none"> <li>• <b>Data Access and Authentication:</b> 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>• <b>Managing Objects:</b> 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 5	<ul style="list-style-type: none"> <li>• <b>Troubleshooting:</b> 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>

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### **Google Associate Google Workspace Administrator Sample Questions (Q67-Q72):**

#### **NEW QUESTION # 67**

An employee at your organization may be sharing confidential documents with unauthorized external parties. You must quickly determine if any sensitive information has been leaked. What should you do?

- A. Audit Drive access by using the Admin SDK Reports API.
- B. Create a custom report of the user's external sharing by using the security dashboard.
- C. Review the employee's user log events within the security investigation tool.

- **D. Review the employee's Drive log events in the security investigation tool.**

**Answer: D**

Explanation:

To quickly determine if an employee has shared confidential documents externally, you should utilize the security investigation tool in the Google Admin console and specifically review the Drive log events associated with that employee's account. This tool provides a centralized place to audit user activity related to Google Drive, including sharing actions.

#### **NEW QUESTION # 68**

Your company's security team has requested two requirements to secure employees' mobile devices-enforcement of a passcode and remote account wipe functionality. The security team does not want an agent to be installed on the mobile devices or to purchase additional licenses. Employees have a mix of iOS and Android devices. You need to ensure that these requirements are met. What should you do?

- A. Implement a third-party enterprise mobility management (EMM) provider.
- **B. Set up advanced management for both iOS and Android devices.**
- C. Set up basic management for both iOS and Android devices.
- D. Set up advanced mobile management for iOS devices and basic mobile management for Android devices.

**Answer: B**

Explanation:

Advanced mobile management in Google Workspace provides the necessary features for securing mobile devices without the need for third-party apps or additional licenses. This includes enforcing passcodes and enabling remote account wipe functionality for both iOS and Android devices. Advanced management ensures that both security requirements are met while keeping the setup efficient and within the organization's existing licenses.

#### **NEW QUESTION # 69**

Your organization is migrating their current on-premises email solution to Google Workspace. You need to ensure that emails sent to your domain are correctly routed to Gmail. What should you do?

- **A. Change the Mail Exchange (MX) records in your current email domain's DNS settings to point to Google's mail servers.**
- B. Create a content compliance rule to filter and route incoming emails.
- C. Configure SPF, DKIM, and DMARC records in your current email domain's DNS settings.
- D. Set up email forwarding from your on-premises email provider to Gmail.

**Answer: A**

Explanation:

To ensure that emails sent to your domain are correctly routed to Gmail, you need to update the Mail Exchange (MX) records in your domain's DNS settings to point to Google's mail servers.

This is a critical step in the migration process, as it ensures that all incoming email traffic is directed to Google Workspace after the switch.

#### **NEW QUESTION # 70**

You are designing a group structure for your company that will be used to grant access to a specific shared drive. You need this solution to automatically add and remove employees based on their job role. What should you do?

- A. Create a configuration group. Add users on an exception basis. Grant the configuration group access to the shared drive.
- B. Create a security group. Add all employees with the desired job role. Grant the security group access to the shared drive.
- **C. Create a dynamic group. Set the membership criteria to the desired job role. Grant the dynamic group access to the shared drive.**
- D. Create a distribution list. Add all employees with the desired job role. Grant the distribution list access to the shared drive.

**Answer: C**

Explanation:

A dynamic group automatically manages its membership based on user attributes, such as job role. This approach ensures that employees are automatically added or removed from the group based on their role, minimizing manual effort and ensuring that the group always reflects the current team composition. Granting this dynamic group access to the shared drive ensures that the right users have the appropriate permissions without requiring constant manual updates.

### NEW QUESTION # 71

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. Use Google Cloud Directory Sync (GCDS) to sync users from an existing directory.
- 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. Bulk upload all users using a CSV file.

**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 # 72

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