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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• 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 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.

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Google Associate Google Workspace Administrator Sample Questions (Q14-

Q19):

NEW QUESTION # 14

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. 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.
- 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 files with the group by using the share function.
- D. Create a folder inside the shared drive. Share the folder link with the group.

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 # 15

Your organization is about to conduct its biannual risk assessment. You need to help identify security risks by quickly reviewing all security settings for Gmail, Drive, and Calendar. What should you do?

- A. In the reporting section of the Admin console, review the Gmail, Drive, and Calendar reports.
- B. In each individual organizational unit (OU), review the security settings.
- C. In the alert center, review all of the alerts.
- D. In the Google Admin console, review the security health page.

Answer: D

Explanation:

The security health page in the Google Admin console provides an overview of security settings and highlights potential risks across various services, including Gmail, Drive, and Calendar. This page offers a consolidated view of the security posture of your organization, making it the most efficient option for quickly identifying security risks in preparation for a risk assessment.

NEW QUESTION # 16

Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of similar incidents in the future. What should you do?

- A. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.
- B. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.
- C. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.
- D. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.

Answer: B

Explanation:
The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

NEW QUESTION # 17
Your organization needs an approval application for purchases where a user can enter information on the purchase required and then submit it for management approval. You need to suggest a solution to create the application that must be available on both the web and mobile devices. Your organization does not have software developers or the budget to hire a third party. What should you do?

- A. Suggest that the organization use AppScript to create forms linked to a Google Sheet to store the purchase data.
- B. Suggest that the organization continue to approve requests manually until budget is available to use a third-party application provider.
- C. Suggest that the organization develop an application internally with a database, a backend service for data retrieval, and a frontend service for the application's user interface.
- D. Suggest the organization use AppSheet to create the application.

Answer: D

Explanation:
AppSheet is a no-code platform that allows users to create custom applications without the need for software development skills. It is capable of building applications that can be used both on the web and mobile devices. AppSheet would allow the organization to create the approval application efficiently, meeting the requirements of the purchase process, and would be a cost-effective solution that does not require hiring developers or using a third-party application provider.

NEW QUESTION # 18
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. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.
- B. Assign the User Management Admin role to the security team.
- C. Assign the super admin role to the security team
- D. Create an administrator role with Security Center access. Assign the role to the security team.

Answer: D

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 # 19
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