

Real Google Associate-Google-Workspace-Administrator Exam Questions with Verified Answers

Google Workspace Admin Certification Exam

Your company is using Google Workspace Enterprise Standard. They have 200 meeting rooms defined for the main building and used daily by the 12,000 employees. Users are complaining they have difficulties finding a room available when searching within Google Calendar, even if several rooms are available (no one attending meetings in these rooms at that time). You have been asked to find a solution while minimizing the operational effort and avoiding any new expenses due to budget constraints. What should you do?

- A. Implement a third-party solution that will detect presence in the room and release it if nobody appears after a few minutes.
- B. Create a Google App Script that will inspect each room calendar for the next 12 hours, check attendees status, and send the room administrator an alert email for releasing the room if all attendees have declined but the room has not.
- C. Set the option "Allow calendar-based room release" for all targeted rooms. - Answer C. Set the option "Allow calendar-based room release" for all targeted rooms.

Your company has just acquired a new group of users. They have been provisioned into the Google Workspace environment with your primary domain as their primary email address. These new users still need to receive emails from their previous domain. What is the best way to achieve this for these new users, without updating the information of preexisting users?

- A. Add the acquired domain as an alias to the primary Google Workspace domain.
- B. Add the acquired domain as a secondary domain to the primary Google Workspace domain, and then update the email information of all new users with alias emails.
- C. Update the Google-provided test domain to be the domain of the acquired company, and then update the email information of all new users with alias emails.
- D. Without adding a domain, update each user's email information with the previous domain. - Answer A. Add the acquired domain as an alias to the primary Google Workspace domain.

The application development team requests that a new, internal, domain-owned Google Workspace app be allowed to access Google Drive APIs. You are currently restricting access to all APIs using an approved allowlist, per security policy. You need to grant access for this app. What should you do?

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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"> • 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	<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"> • 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.

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Google Associate Google Workspace Administrator Sample Questions (Q80-Q85):

NEW QUESTION # 80

You need to create an automated application or process that includes connectors to external data, leverages Google Sheets data, and is easily shared as a mobile application. What should you do?

- A. Create an application by using App Engine. Connect the application to your Workspace environment
- **B. Create an AppSheet application to connect the different data sources. Set up the mobile application.**
- C. Copy the external data to BigQuery. Use a Connected Sheet to interact with the data.
- D. Create an automation process by using Apps Script. Run the process through Google Sheets.

Answer: B

Explanation:

AppSheet is a no-code platform that allows you to easily create mobile applications that can connect to external data sources, including Google Sheets. It is ideal for quickly building automated apps that integrate data from various sources and can be easily shared with others on mobile devices. AppSheet provides an efficient way to create, customize, and deploy mobile applications without the need for extensive development skills.

NEW QUESTION # 81

You are configuring Chrome browser security policies for your organization. These policies must restrict certain Chrome apps and extensions.

You need to ensure that these policies are applied on the devices regardless of which user logs into the device. What should you do?

- **A. Configure the allowed list of apps in the Devices page in the apps and extensions settings.**
- B. Configure the Chrome user setting to require users to sign in to use Chrome apps and extensions.
- C. Configure the Policy Precedence to override the domain-wide policy applied for apps and extensions.
- D. Require 2SV for user logins.

Answer: A

Explanation:

To ensure that Chrome apps and extension policies are applied regardless of which user logs into the device, you should configure the allowed list of apps in the Devices section of the apps and extensions settings. This policy applies at the device level, ensuring that the restrictions are enforced for any user who logs into that device, providing consistent security across the organization.

NEW QUESTION # 82

Your company provides shared Chromebook workstations for employees to access sensitive company data. You must configure the devices to ensure no sensitive data is stored locally and that browsing data is cleared after each use. What should you do?

- **A. Force ephemeral mode in Chrome. Disable offline access for sensitive Workspace apps like Docs, Sheets, and Drive.**
- B. Enable the Manage Guest Session functionality, and set the maximum user session length.
- C. Disable offline access for all Workspace apps. Enable incognito mode for Chrome browsing sessions.
- D. Force ephemeral mode in Chrome. Allow offline access for all Workspace apps with strict expiration times.

Answer: A

Explanation:

Enabling ephemeral mode in Chrome ensures that all browsing data is cleared after each session, and nothing is stored locally on the Chromebook. Disabling offline access for sensitive Workspace apps, such as Docs, Sheets, and Drive, ensures that users cannot download or store sensitive data locally. This combination provides a secure environment, preventing the retention of any sensitive data on the device after use.

NEW QUESTION # 83

Your organization allows employees to use their personal mobile devices to check their work emails. You need to remove the employee's work email data from their phone when they leave the organization. What should you do?

- A. Set up data protection rules to prevent data sharing externally.
- B. Set up 2SV authentication on the devices.
- **C. Set up advanced mobile management on the devices.**
- D. Set up basic mobile management on the devices.

Answer: C

Explanation:

With advanced mobile management, you can remotely manage and wipe work-related data from personal devices when an employee leaves the organization. This includes the ability to enforce policies such as requiring a password to access the device, remotely wiping corporate data, and managing access to work resources without affecting the personal data on the device. This solution provides the necessary tools to ensure data security and compliance.

NEW QUESTION # 84

Your organization wants to provide access to YouTube to a select group of users for educational purposes, while restricting YouTube access for all other users. You need to implement a solution that allows for granular control over YouTube access based on user roles or groups. What should you do?

- **A. Use organizational units (OUs) to apply a policy that restricts YouTube access, and create an exception for the select group of users.**
- B. Deploy a Chrome extension from the Google Workspace Marketplace that blocks YouTube for users who are not in the select user group.
- C. Configure a SAML application to manage YouTube access for different user groups.
- D. Instruct the select group of users to switch to their personal Google account when accessing YouTube.

Answer: A

Explanation:

To achieve granular control over YouTube access within your Google Workspace organization, allowing access to a select group while restricting it for others, the recommended approach is to use organizational units (OUs) in conjunction with service settings exceptions. You would apply a policy to restrict YouTube access at a higher-level OU (encompassing most users) and then create a child OU containing the select group, where you override the inherited policy to allow YouTube access.

Here's why option D is the most appropriate solution and why the others are less suitable for centrally managed, granular control within Google Workspace:

D . Use organizational units (OUs) to apply a policy that restricts YouTube access, and create an exception for the select group of users.

Google Workspace allows administrators to configure settings for various Google services, including YouTube, at the organizational unit level. You can set a policy to block YouTube access for the top-level OU or a parent OU containing most of your users. Then, you can create a child OU specifically for the select group of users who need access and, within the settings for this child OU, override the inherited policy to allow YouTube access. This provides centralized management and ensures that the restrictions and exceptions are applied consistently based on the organizational structure.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Control access to YouTube" (or similar titles) explains how to manage YouTube settings at the OU level. It details the different access options available (e.g., unrestricted, restricted, signed-in users in your organization, off) and how these settings can be applied to specific OUs. The concept of OU inheritance and overriding settings in child OUs is fundamental to Google Workspace policy management, allowing for exceptions to be created for specific groups of users.

A . Deploy a Chrome extension from the Google Workspace Marketplace that blocks YouTube for users who are not in the select user group.

Relying on a Chrome extension for blocking and allowing access can be less reliable and harder to manage centrally compared to server-side policies enforced through the Admin console. Extensions can sometimes be bypassed or uninstalled by users.

Additionally, managing access based on group membership via a third-party extension might not integrate seamlessly with your Google Workspace user and group structure.

Associate Google Workspace Administrator topics guides or documents reference: While Chrome extensions can extend browser functionality, they are not the primary mechanism for enforcing organizational-wide service access policies managed by Google. The Admin console provides more robust and centrally controlled settings for Google services.

B . Configure a SAML application to manage YouTube access for different user groups.

SAML (Security Assertion Markup Language) is typically used for single sign-on (SSO) to third-party applications. YouTube is a core Google service, and its access within a Google Workspace organization is managed directly through the Admin console's service settings, not via SAML application configuration. Configuring a SAML app for YouTube access within the same Google Workspace domain would be an unnecessary and likely unsupported complexity.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on SAML focuses on integrating external applications for SSO. Managing access to core Google services like YouTube is handled through the service settings within the Admin console.

C . Instruct the select group of users to switch to their personal Google account when accessing YouTube.

This approach is not a centrally managed solution and introduces several problems. It requires users to manually switch accounts, which can be inconvenient and lead to errors. More importantly, it means their YouTube activity would be associated with their personal accounts, not their organizational accounts, which might not align with the educational purpose and could bypass any organizational oversight or policies you might want to apply (e.g., content restrictions). It also doesn't effectively restrict access for other users within their organizational accounts.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace is designed to manage access to services within the organizational context. Instructing users to use personal accounts for organizational purposes bypasses this management and is generally not a recommended practice for maintaining control and security.

Therefore, the best practice for providing access to YouTube to a select group of users while restricting it for others is to use organizational units (OUs) to apply a policy that restricts YouTube access and create an exception (by overriding the policy) for the OU containing the select group of users.

NEW QUESTION # 85

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