

New Associate-Google-Workspace-Administrator Exam

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

Topic	Details
Topic 1	<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 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"> • 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 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 (Q100-Q105):

NEW QUESTION # 100

Your company has just started using Search Ads 360. You need to limit access to Additional Google services for your entire organization by using the Admin console. Only the marketing team and a specific group of users from the web design team should have access. What should you do?

- A. Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.
- B. Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU, and move the web design team users who need access into this sub-OU.
- C. Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.
- D. Enable Search Ads 360 at the top level of your organizational structure.

Answer: A

Explanation:

To limit access to Search Ads 360 to only the marketing team and a specific group of users from the web design team, the most effective and Google-recommended approach is to enable the service for the marketing organizational unit (OU) and then create a separate group containing the specific web design users who need access, enabling the service for that group as well. This allows for granular control and avoids granting access to the entire web design OU.

Here's why option D is the correct solution and why the others are less ideal:

D . Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.

This approach leverages both organizational units and groups for access control. By enabling Search Ads 360 for the marketing OU, you grant access to all users within that department. Then, by creating a separate group containing the specific web design users who require access and enabling Search Ads 360 for that group, you provide them with the necessary permissions without granting access to the entire web design OU. This method allows for targeted access based on both departmental affiliation and specific user needs, aligning with the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn services on or off for users" explains how to control access to Google services at both the organizational unit and group levels. It highlights the flexibility of using a combination of OUs and groups to achieve granular access control.

Enabling a service for an OU applies it to all members of that OU, while enabling it for a group applies it only to the members of that specific group, regardless of their OU.

A . Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.

While you can deny service access using groups, it's generally more straightforward and less prone to errors to explicitly grant access only to those who need it. Enabling the service for the entire web design OU and then trying to revoke access for some users within it adds unnecessary complexity and potential for misconfiguration. Deny rules can also sometimes interact in unexpected ways with allow rules.

Associate Google Workspace Administrator topics guides or documents reference: While the Admin console allows for denying service access through groups, the documentation often emphasizes granting access to specific OUs or groups that require it as a more manageable and transparent approach.

B . Enable Search Ads 360 at the top level of your organizational structure.

Enabling Search Ads 360 at the top level would grant access to the service to every user in your organization. This directly contradicts the requirement to limit access to only the marketing team and a specific group within the web design team. This option provides the least control and violates the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: Google's best practices for service control emphasize granting access only to those who need it, typically by applying settings at the OU or group level, not organization-wide unless the service is intended for everyone.

C . Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU, and move the web design team users who need access into this sub-OU.

Creating a sub-OU under the marketing OU for users from the web design team who need access is a less logical organizational structure. It mixes users from different departments within the same branch of the OU hierarchy, which can complicate future policy management and reporting. It's generally better to keep users within their respective departmental OUs and use groups for cross-departmental service access.

Associate Google Workspace Administrator topics guides or documents reference: Google's guidance on OU structure recommends organizing users based on their functional role or department within the organization for logical policy management and reporting. Creating sub-OUs based on service access needs rather than organizational structure is not a typical recommendation. Therefore, the most appropriate and manageable solution is to enable Search Ads 360 for the marketing OU and create a separate group containing the specific web design users who need access, then enable the service for that group as well.

NEW QUESTION # 101

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

Answer: C

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 # 102

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

Answer: B

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 # 103

You manage Chrome Enterprise browsers for your large organization. You want to ensure that specific extensions are automatically installed on all managed Chrome Enterprise browsers. What should you do?

- A. Configure a script to deploy the extensions upon user login.
- B. Allowlist the specific Chrome browser extensions.
- C. Publish the extensions in the Chrome Web Store.
- D. Force-install the extensions through Chrome browser policies.

Answer: D

Explanation:

Using Chrome browser policies, you can force-install specific extensions on all managed Chrome Enterprise browsers. This ensures that the desired extensions are automatically installed on users' browsers without requiring manual installation. This approach is the most efficient and scalable solution for managing extensions across a large organization.

NEW QUESTION # 104

A user accessing sensitive data is experiencing repeated issues with accessing certain files in Google Drive from their laptop by using the Chrome browser. When you contact Google support, the support representative asks to review an HTTP archive file recording (HAR). You need to share logs with Google support without compromising data privacy. What should you do?

- A. Upload the HAR file to Google Drive and share the file with the Google support representative.
- B. Open the HAR file in a text editor and delete sensitive information. Upload the HAR file to Google Drive and share the file only with the Google support representative
- C. Share your screen with the Google support representative so they can view the file without having a copy of the file.
- D. Ask the Google support representative for access to a Google Drive folder used by the Google support team. Upload the HAR file.

Answer: B

Explanation:

The HAR (HTTP Archive) file can contain sensitive information, such as URLs, request headers, cookies, or other data that could expose personal or confidential information. To ensure privacy and security, you should review the HAR file, remove any sensitive information manually using a text editor, and then upload the file to Google Drive for sharing with the Google support representative. This approach allows you to provide the necessary logs for troubleshooting without compromising data privacy.

NEW QUESTION # 105

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