

Associate-Google-Workspace-Administrator Original Questions, Associate-Google-Workspace-Administrator Valid Study Questions



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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"> • 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	<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 4	<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 5	<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.

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Google Associate Google Workspace Administrator Sample Questions (Q36-Q41):

NEW QUESTION # 36

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. Review the employee's user log events within the security investigation tool.
- **C. Review the employee's Drive log events in the security investigation tool.**
- D. Create a custom report of the user's external sharing by using the security dashboard.

Answer: C

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.

Here's why option A is the most direct and efficient first step:

A . Review the employee's Drive log events in the security investigation tool.

The security investigation tool allows administrators to examine various logs related to user activity and potential security incidents. By focusing on the Drive log events for the specific employee in question, you can quickly filter and review actions such as file sharing, permission changes, and external access. This will provide a direct view of whether the employee has indeed shared documents externally and to whom.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on the "Security investigation tool" (or similar titles) explains its capabilities. Specifically, the section on "Investigating Drive log events" details how administrators can use filters to view file sharing activities, including external sharing, by specific users and timeframes. This tool is designed for precisely such scenarios where you need to quickly audit user actions related to data access and sharing.

B . Audit Drive access by using the Admin SDK Reports API.

While the Admin SDK Reports API can provide detailed information about Drive activity, using it requires programming skills and setting up custom scripts or applications. This is not the quickest way to investigate a potential immediate security concern. The security investigation tool offers a user-friendly interface for administrators to perform such investigations without needing to code. Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin SDK documentation describes the Reports API and its capabilities. While powerful for custom reporting and automation, it's not the fastest method for a quick, ad-hoc security investigation compared to the built-in security investigation tool.

C . Review the employee's user log events within the security investigation tool.

The user log events in the security investigation tool cover a broader range of activities beyond just Google Drive, such as login attempts, password changes, and device management actions. While this might provide some context, it is less focused on file sharing activities compared to the Drive log events. To quickly determine if confidential documents were shared, filtering directly for Drive-related actions is more efficient.

Associate Google Workspace Administrator topics guides or documents reference: The documentation on the security investigation tool outlines the different log sources available, including user logs and Drive logs. For investigating file sharing, the Drive logs provide more specific and relevant information.

D . Create a custom report of the user's external sharing by using the security dashboard.

The security dashboard provides an overview of your organization's security posture and includes pre-built reports and insights. While you can create custom reports, this process might take longer than directly investigating the Drive log events for the specific employee in the security investigation tool. The investigation tool is designed for targeted and immediate analysis of potential security incidents related to user actions.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on the "Security dashboard" explains its features, which focus on overall security trends and insights. While it can be useful for identifying patterns, the security investigation tool is more suited for investigating specific user actions and potential data leaks on demand.

Therefore, the most efficient and direct way to quickly determine if the employee has shared confidential documents externally is to review the employee's Drive log events in the security investigation tool.

NEW QUESTION # 37

Your organization collects credit card information in customer files. You need to implement a policy for your organization's Google Drive data that prevents the accidental sharing of files that contain credit card numbers with external users. You also need to record any sharing incidents for reporting.

What should you do?

- **A. Create a data loss prevention (DLP) rule that uses the predefined credit card number detector, sets the action to "block**

external sharing", and enables the "Log event" option.

- B. Configure a data retention policy to automatically delete files containing credit card numbers after a specified period.
- C. Implement a third-party data loss prevention solution to integrate with Drive and provide advanced content detection capabilities.
- D. Enable Gmail content compliance, and create a rule to block email attachments containing credit card numbers from being sent to external recipients.

Answer: A

Explanation:

A data loss prevention (DLP) rule with the predefined credit card number detector will help you identify and prevent the accidental sharing of files that contain sensitive credit card information.

Setting the action to "block external sharing" ensures that such files cannot be shared externally.

Enabling the "Log event" option will record any incidents of external sharing for auditing and reporting purposes, fulfilling both the security and reporting requirements.

NEW QUESTION # 38

A team of temporary employees left your organization after completing a shared project. Per company policy, you need to disable their Google Workspace accounts while preserving all project data and related communications in Google Vault for a minimum of two years. You want to comply with this policy while minimizing cost. What should you do?

- A. Move the former employees to their own organizational unit (OU) and disable access to Google services for that OU.
- B. Transfer the former employees' files and data to active user accounts. Delete the former employees' Workspace accounts.
- C. Purchase and assign Archived User licenses to the former employees.
- D. Purchase additional user licenses and suspend the former employees' accounts.

Answer: C

NEW QUESTION # 39

Your organization has offices in Canada, Italy, and the United States. You want to ensure employees can access corporate Gmail and Drive only from these geographic locations. What should you do?

- A. Require the use of corporate devices for any access to corporate Gmail and Drive.
- B. Create address lists to restrict email delivery and block Google Doc notifications.
- C. Create data protection rules that allow access from only three geographic locations.
- D. Use context-aware access to create access levels based on the geographic location and assign them to Gmail and Drive.

Answer: D

Explanation:

Context-aware access allows administrators to define access levels based on user attributes such as geographic location. This is the correct and supported method to restrict service access by region.

NEW QUESTION # 40

An executive at your organization asked you to give their executive administrator access to their Workspace account. You need to ensure that this executive administrator can manage emails in the executive's account. You need to maintain security and privacy of the executive's account.

What should you do?

- A. Grant delegated access to the executive's Gmail account, and assign access to their executive administrator in Gmail settings.
- B. Instruct the executive to share their password with their executive administrator.
- C. Assist the executive in setting up email forwarding to their executive administrator.
- D. Create a Google Group, and add all executive administrators. Enable delegated access to the Group.

Answer: A

Explanation:

Granting delegated access allows the executive administrator to manage the executive's emails without requiring access to the executive's password. This solution ensures security and privacy by limiting the permissions to email management only, while keeping the executive's account secure. The executive administrator will be able to send, read, and delete emails on behalf of the executive, but they won't have access to other aspects of the account.

NEW QUESTION # 41

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