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Google Cloud Certified

**Professional  
Google Workspace  
Administrator**



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## Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q13-Q18):

### NEW QUESTION # 13

Your company wants to provide secure access for its employees. The Chief Information Security Officer disabled peripheral access to devices, but wants to enable 2-Step verification. You need to provide secure access to the applications using Google Workspace. What should you do?

- A. Enable additional security verification via email.
- B. Configure USB Yubikeys for all users.

- C. Enable authentication via the Google Authenticator.
- D. Deploy browser or device certificates via Google Workspace.

#### Answer: C

Explanation:

2-Step Verification (2SV):

2-Step Verification adds an extra layer of security by requiring users to verify their identity using a second factor in addition to their password. This helps protect against unauthorized access, even if the password is compromised.

Google Authenticator:

Google Authenticator is a mobile app that generates time-based one-time passcodes (TOTP) for 2SV. It works even when the device is offline, providing a secure and reliable second factor for authentication.

Implementation Steps:

Enable 2-Step Verification:

Go to the Google Admin console (admin.google.com).

Navigate to Security > Authentication > 2-Step Verification.

Turn on 2-Step Verification for the organization.

Deploy Google Authenticator:

Instruct users to download the Google Authenticator app from their respective app stores (iOS or Android).

Provide guidance on setting up Google Authenticator with their Google Workspace accounts.

Users will scan a QR code provided during the setup process to link their account with the Authenticator app.

Advantages of Google Authenticator:

Security: It provides a highly secure method of 2-step verification as the codes are generated on the user's device and change every 30 seconds.

Ease of Use: It's easy to set up and use, with a straightforward user interface.

Offline Functionality: Codes can be generated even without internet access, ensuring consistent access to 2SV codes.

Why Other Options Are Less Suitable:

A . Enable additional security verification via email:

Email-based verification is less secure than app-based 2SV because email accounts can be more easily compromised.

C . Deploy browser or device certificates via Google Workspace:

While device certificates add security, they are typically used for device management and access control rather than for 2-step verification purposes.

D . Configure USB Yubikeys for all users:

USB Yubikeys are highly secure and suitable for 2SV, but they require physical distribution and management of hardware tokens, which can be logistically complex and costly. Given the context of disabled peripheral access, this option might contradict the policy of the Chief Information Security Officer.

Reference:

Google Workspace Admin Help: Set up 2-Step Verification

Google Workspace Security: 2-Step Verification

#### NEW QUESTION # 14

Your Finance team has to share quarterly financial reports in Sheets with an external auditor. The external company is not a Workspace customer and allows employees to access public sites such as Gmail and Facebook. How can you provide the ability to securely share content to collaborators that do not have a Google Workspace or consumer (Gmail) account?

- A. Allow external sharing with the auditor using the 'Trusted Domains' feature.
- B. Attach the Sheet file to an email message, and send to the external auditor.
- C. Use the 'Publish' feature in the Sheets editor to share the contents externally.
- D. Enable the 'Visitor Sharing' feature, and demonstrate it to the Finance team.

#### Answer: D

Explanation:

<https://support.google.com/drive/answer/9195194?hl=en#:~:text=Share%20with%20visitors,with%20one%20visitor>.

#### NEW QUESTION # 15

Your company is streamlining workflows by creating custom applications for tasks like filing expense reports or requesting time off. You need to identify a Google Workspace solution to develop these applications. Your development team has only basic coding knowledge. What should you do?

- A. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.
- B. Direct employees to use Google Forms to collect data and create basic workflows.
- C. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- D. **Enable AppSheet for your organization.**

#### Answer: D

Explanation:

The core requirement is to create custom applications for workflows like expense reports and time off, with a development team that has "only basic coding knowledge." This strongly points to a "no-code" or "low-code" platform.

AppSheet is Google's no-code development platform, designed specifically for users (often referred to as "citizen developers") with basic or no coding knowledge to build custom mobile and web applications directly from data sources like Google Sheets, Forms, or other databases. It's ideal for automating business processes and creating custom workflows without traditional programming.

Here's why the other options are less suitable:

- \* A. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports. Gemini for Workspace (Google's AI assistant) can help with tasks like drafting emails, summarizing documents, and generating content within existing Workspace apps. While it can "simplify" aspects, it is not a platform for developing custom applications with structured workflows and data capture for tasks like full expense report submission or time-off requests. It enhances existing tools, it doesn't build new ones.
- \* B. Direct employees to use Google Forms to collect data and create basic workflows. Google Forms is excellent for data collection and can be used for very simple workflows (e.g., collecting time-off requests). However, it lacks the robust functionality needed for complex custom applications, such as managing approvals, displaying data in different views, offline access, or integrating with other systems, without significant manual effort or custom scripting. The term "custom applications" suggests something more sophisticated than just a form.
- \* D. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions. Google Apps Script allows for powerful automation and the creation of custom add-ons for Google Workspace applications (Gmail, Sheets, Docs). However, Apps Script requires knowledge of JavaScript. While it's relatively "basic coding" compared to full-stack development, it's still coding. The question emphasizes "only basic coding knowledge" and the need for a solution to develop applications, implying a more visual or declarative approach than coding from scratch.

AppSheet is generally considered easier for those with "basic coding knowledge" or even no coding knowledge, making it a better fit for rapid application development by non-developers.

References from Google Workspace Administrator:

\* AppSheet: No-code App Development | Google Cloud: This is the primary resource for AppSheet, explicitly stating its purpose for "no-code app development" and enabling "everyone in your organization to build and extend applications without coding." It highlights use cases for automating business processes like order approvals (similar to expense reports/time off).

Reference: <https://cloud.google.com/appsheet>

Google AppSheet | Build apps with no code: Further reiterates that AppSheet helps "build powerful applications and automations that boost productivity. No coding required." It also mentions integration with Google Workspace, including Google Sheets and Forms as data sources.

Reference: <https://about.appsheet.com/home/>

Quick start: Build your first app and automation using Google Forms - AppSheet Help: This resource demonstrates how AppSheet can take data from Google Forms and build an app with automation (e.g., email notifications for approvals), showcasing its capability for workflows like expense reports.

Reference: <https://support.google.com/appsheet/answer/14714804?hl=en>

#### 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. **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.**
- B. 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.
- C. 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.

- 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: A**

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 company's compliance officer has requested that you apply a content compliance rule that will reject all external outbound email that has any occurrence of credit card numbers and your company's account number syntax, which is AccNo. You need to configure a content compliance rule to scan email to meet these requirements.

Which combination of attributes will meet this objective?

- A. Name the rule > select Outbound > select If ALL of the following match > add two expressions: one for Advanced Content Match to find AccNo in the Body, and one for predefined content match to select Credit Card Numbers > choose Reject.
- B. Name the rule > select Outbound and Internal Sending > select If ANY of the following match > add two expressions: one for Simple Content Match to find AccNo, and one for predefined content match to select Credit Card Numbers > choose Reject.
- C. Name the rule > select Outbound > select If ANY of the following match > add two expressions: one for Simple Content Match to find AccNo, and one for predefined content match to select Credit Card Numbers > choose Reject
- D. Name the rule > select Outbound and Internal Sending > select If ALL of the following match > add two expressions: one for Advanced Content Match to find AccNo in the Body, and one for predefined content match to select Credit Card Numbers > choose Reject.

**Answer: A**

Explanation:

<https://www.shieldq.com/en-gb/Google-apps-content-compliance>

**NEW QUESTION # 18**

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