

Reliable Test Associate-Google-Workspace-Administrator Test & Associate-Google-Workspace-Administrator Prep Guide



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

Topic	Details

Topic 1	<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 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"> • 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 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 (Q84-Q89):

NEW QUESTION # 84

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

Answer: C

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 # 85

Your company has a globally distributed remote work team. You want to ensure all team members adhere to the company's data security policies and only access authorized systems based on their location and role. What should you do?

- A. Configure access control policies with conditional access.
- B. Set up and mandate the use of a company-wide VPN for all remote access.
- C. Create and enforce data loss prevention (DLP) rules to control data sharing.
- D. Implement two-factor authentication for all remote team members.

Answer: A

Explanation:

To ensure that a globally distributed remote work team adheres to data security policies and only accesses authorized systems based on their location and role, you should configure access control policies with conditional access. Conditional access allows you to define rules that grant or block access to resources based on various factors, including the user's location, the device they are using, their role, and the application they are trying to access.

NEW QUESTION # 86

Today your company signed up for Google Workspace Business Starter with an existing domain name. You want to add team members and manage their access to email and other services.

However, you are unable to create new user accounts or change user settings. You need to fix this problem. What should you do?

- A. Wait 24 hours after signing up for the features to become active.
- B. Check domain ownership in the DNS settings.
- C. Run the Transfer tool to bring unmanaged users to your Workspace account.
- D. Upgrade to a Google Workspace Enterprise edition.

Answer: B

Explanation:

To manage users and settings in Google Workspace, you must verify domain ownership. If the domain is not verified, you won't be able to create new user accounts or modify user settings.

Checking the DNS settings and completing the domain verification process will resolve the issue and allow you to manage users and services in Google Workspace.

NEW QUESTION # 87

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

Answer: B

Explanation:

Google Workspace offers Archived User licenses, which allow you to retain access to the data and communications of former employees without paying for a full user license. This option ensures compliance with the policy of retaining project data and communications in Google Vault while minimizing costs by avoiding unnecessary full user licenses.

NEW QUESTION # 88

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

Answer: B

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 # 89

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