Types of Real Google Associate-Google-Workspace-Administrator Exam Questions

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

Topic	Details
Topic 1	• 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	• 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	• 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	• 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	• 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 (Q51-Q56):

NEW QUESTION # 51
You are configuring email for your company's Google Workspace account. The company wants to prevent certain types of files from being sent or received as email attachments in the simplest and most cost-effective way. What should you do?

- A. Scan all incoming and outgoing emails for malicious attachments by using an industry standard third-party email security solution.

- B. Adjust the maximum message size limit to prevent large files from being sent or received.
- C. Configure an attachment compliance rule in Gmail settings to block specific file types.
- D. Enable the Security Sandbox in Gmail to automatically quarantine emails with suspicious attachments.

Answer: D

Explanation:
Configuring an attachment compliance rule in Gmail allows you to specifically block certain types of files from being sent or received as email attachments. This approach is simple and cost-effective because it leverages Google Workspace's built-in functionality without requiring third-party solutions or advanced configurations. You can easily specify which file types to block, ensuring that your organization is protected from undesirable attachments.

NEW QUESTION # 52
You are applying device and user policies for employees in your organization who are in different departments. You need each department to have a different set of policies. You want to follow Google-recommended practices. What should you do?

- A. Create separate top-level organizational units for each department.
- B. Add all managed users and devices in the top-level organizational unit.
- C. Create an Access group for each department. Configure the applicable policies.
- D. Create a child organizational unit for each department.

Answer: D

Explanation:
Google recommends using the organizational unit (OU) structure for applying different settings and policies to different groups of users and devices within your Google Workspace domain. To apply a unique set of policies to each department, you should create a child organizational unit for each department under your main domain structure.
Here's why option D aligns with Google's best practices and why the others are less suitable:
D . Create a child organizational unit for each department.
Organizational units provide a hierarchical structure for managing users and devices. By creating a child OU for each department, you can then apply specific device and user policies to that OU. Users and devices within a child OU inherit policies from parent OUs but can also have OU-specific policies that override or supplement the inherited ones. This allows for granular control and ensures that each department can have the policies tailored to its needs. This is the recommended method by Google for managing policies based on departments or other logical groupings within an organization.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "How the organizational structure works" and "Apply settings for specific groups of users or devices" (or similar titles) clearly explains the purpose and benefits of using OUs for policy management. It emphasizes the hierarchical nature and how policies are applied and inherited through the OU structure. Creating child OUs for departments is a direct application of this recommended practice.
A . Create separate top-level organizational units for each department.
Creating separate top-level OUs for each department is generally not recommended for managing policies within the same organization. Top-level OUs are meant to represent distinct functional or administrative units that might have their own domain settings and administrators. Managing all departments under a single domain but in separate top-level OUs can complicate overall administration, sharing, and user management across the organization. Child OUs within a single domain provide the necessary separation for policy application while maintaining a unified organizational structure.
Associate Google Workspace Administrator topics guides or documents reference: Google's documentation on organizational structure usually advises on creating a logical hierarchy of child OUs under a single top-level OU representing the organization. Separating departments into top-level OUs is not a standard or recommended practice for policy management within a single domain.
B . Create an Access group for each department. Configure the applicable policies.
Access groups are primarily used for controlling access to specific resources or services. While you can manage group membership based on departments, policies for users and devices are typically applied at the organizational unit level, not directly to access groups. While some settings might be influenced by group membership, OUs are the primary mechanism for policy enforcement.
Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help distinguishes between organizational units and groups (including access groups). Policies are consistently described as being applied to OUs. Groups are for managing access and collaboration.
C . Add all managed users and devices in the top-level organizational unit.
Applying all policies at the top-level OU would mean that all users and devices inherit the same set of policies. This contradicts the requirement of having different policies for each department. To achieve department-specific policies, you need to organize users and devices into separate OUs.

Associate Google Workspace Administrator topics guides or documents reference: Google's documentation emphasizes the flexibility of the OU structure to apply different policies to different subsets of users and devices. Placing everyone in the top-level OU negates this flexibility.
Therefore, the Google-recommended practice for applying different device and user policies to employees in different departments is to create a child organizational unit for each department. This allows for targeted policy application and management within the overall organizational structure.

NEW QUESTION # 53
The human resources department notified you of a legal investigation that was started for an employee in the finance department. You need to ensure that this employee's Google Drive data is preserved for at least one year and does not get deleted by the user or by other means. The Google Vault default retention rules for Drive are set for five years. What should you do?

- A. Create a hold in Vault for the employee's Drive.
- B. Change the Vault default retention rule to one year instead of five.
- C. Place the employee into a separate organizational unit (OU). Create a custom one-year retention rule for this OU.
- D. Confirm that the Vault default retention rule is set for five years.

Answer: A

Explanation:
When there's a legal investigation, the priority is to ensure that relevant data is preserved and not deleted, regardless of retention policies or user actions. A "hold" (also known as a litigation hold or legal hold) in Google Vault is specifically designed for this purpose. It overrides all retention rules (both default and custom) and prevents any data covered by the hold from being purged, even if a user attempts to delete it.
Here's why the other options are not the correct or best solution:
A . Change the Vault default retention rule to one year instead of five. Changing the default retention rule would affect all Drive data in your organization, not just this specific employee's. It's a broad change and not suitable for a targeted legal hold. Moreover, it wouldn't guarantee preservation against user deletions.
B . Place the employee into a separate organizational unit (OU). Create a custom one-year retention rule for this OU. While creating custom retention rules for OUs is possible, it's not the primary mechanism for a legal hold. Retention rules define when data can be deleted, but a hold prevents deletion irrespective of the retention period. If the employee deletes the data, a retention rule won't stop it from moving to trash (and eventually being purged) unless a hold is in place. Furthermore, a one-year retention rule isn't the goal; the goal is to preserve for "at least one year" (meaning indefinitely until the hold is released). The default five-year rule is already longer than one year, but doesn't override user deletion.
D . Confirm that the Vault default retention rule is set for five years. The question states that the default retention rule for Drive is already set for five years. While this is good for general data retention, it does not prevent a user from deleting their own files from Drive, nor does it specifically address the need for a legal hold where data must be absolutely preserved. A default retention rule does not override user deletion or ensure data preservation for legal purposes.
Reference from Google Workspace Administrator:
Holds in Google Vault: This is the core concept. Holds prevent data from being purged from Google systems, regardless of retention rules or user actions, until the hold is released. They are specifically used for legal discovery or investigation purposes.
Reference:
Retention rules in Google Vault: While relevant to data management, retention rules define when data can be deleted if no hold applies. They do not prevent users from deleting data or ensure preservation for legal holds.

NEW QUESTION # 54
A user in your organization reported that their internal event recipient is not receiving the Calendar event invites. You need to identify the source of this problem. What should you do?

- A. Check if Calendar service is turned off for the event creator.
- B. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.
- C. Check whether the business hours are set up in the event recipient's Calendar settings.
- D. Check whether the Calendar event has more than 50 guests.

Answer: B

Explanation:
When an internal user reports not receiving Google Calendar event invites, the most likely immediate cause to investigate on the recipient's end is their notification settings within Google Calendar. Users can customize their notification preferences, and it's

possible they have turned off email notifications for new events.
Here's why option D is the most relevant first step and why the other options are less likely to be the primary cause of this specific issue:
D . Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.
Google Calendar allows users to configure various notification settings, including whether they receive email notifications for new events, changes to events, reminders, etc. If the recipient has disabled email notifications for new events, they would not receive the invites in their inbox, even though the event might be correctly added to their Calendar.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Calendar Help documentation for users, such as "Change notification settings," explains how users can customize their event notifications. This includes options to turn off email notifications for new events. While administrators don't directly manage individual user's notification settings, understanding these user-level controls is crucial for troubleshooting. An administrator might guide the user to check these settings.
A . Check whether the business hours are set up in the event recipient's Calendar settings.
Business hours in Google Calendar primarily affect meeting scheduling suggestions and how a user's availability is displayed to others. They do not directly prevent a user from receiving event invitations. Whether or not a recipient has configured their business hours will not stop the email notification for a new event from being sent (unless perhaps in very specific and unusual edge cases related to resource scheduling, which isn't indicated here).
Associate Google Workspace Administrator topics guides or documents reference: The Google Calendar Help documentation on "Set your working hours and location" explains the purpose of business hours, which is related to availability and scheduling, not the receipt of invitations.
B . Check if Calendar service is turned off for the event creator.
If the Calendar service is turned off for the event creator, they would not be able to create or send any Calendar events in the first place. Since the user created and sent the invite (as mentioned by the recipient not receiving it), the Calendar service must be active for the creator.
Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn Google Calendar on or off for users" explains how administrators can control access to the Calendar service. If the service is off for a user, they would not have Calendar functionality.
C . Check whether the Calendar event has more than 50 guests.
While there might be limitations on the number of guests that can be added to a single Calendar event, exceeding this limit typically results in an error message for the event creator during the invitation process, not a failure of the recipient to receive the invite. Even if there were such a limit affecting receipt (which is not a common documented issue for internal users within reasonable limits), it wouldn't be the first thing to check.
Associate Google Workspace Administrator topics guides or documents reference: Google Calendar Help documentation might mention limits on the number of guests, but these limits usually pertain to the ability to add guests, send updates, or view responses, not a complete failure of delivery to some recipients within the organization.
Therefore, the most logical first step in troubleshooting why an internal recipient isn't receiving Calendar event invites is to have the recipient check their own Calendar notification settings to ensure that email notifications for new events are enabled.

NEW QUESTION # 55
You work at a large organization that prohibits employees from using Google Sites. However, a task force comprised of three people from five different departments has recently been formed to work on a project assigned by the Office of the CIO. You need to allow the users in this task force to temporarily use Google Sites. You want to use the least disruptive and most efficient approach. What should you do?

- A. Create an access group for the task force's 15 users. Grant Google Sites access to the group.
- B. Place the 15 task force users into a new organizational unit (OU). Turn on Google Sites access for the OU.
- C. Turn Google Sites access on for each of the 15 users in the task force.
- D. Create a configuration group for the task force's 15 users. Grant Google Sites access to the group.

Answer: B

Explanation:
Creating a new organizational unit (OU) for the task force members and turning on Google Sites access for that OU is the least disruptive and most efficient approach. It allows you to target only the users in the task force, granting them temporary access to Google Sites without impacting the rest of the organization. This solution also provides clear control over the access, which can be easily modified when the task force's work is completed.

NEW QUESTION # 56

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