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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"> 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 4	<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 5	<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.

Google Associate Google Workspace Administrator Sample Questions (Q46-

Q51):

NEW QUESTION # 46

You are configuring Chrome browser security policies for your organization. These policies must restrict certain Chrome apps and extensions.

You need to ensure that these policies are applied on the devices regardless of which user logs into the device. What should you do?

- A. Configure the Policy Precedence to override the domain-wide policy applied for apps and extensions.
- **B. Configure the allowed list of apps in the Devices page in the apps and extensions settings.**
- C. Require 2SV for user logins.
- D. Configure the Chrome user setting to require users to sign in to use Chrome apps and extensions.

Answer: B

Explanation:

To ensure that Chrome apps and extension policies are applied regardless of which user logs into the device, you should configure the allowed list of apps in the Devices section of the apps and extensions settings. This policy applies at the device level, ensuring that the restrictions are enforced for any user who logs into that device, providing consistent security across the organization.

NEW QUESTION # 47

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 sub-OU under the marketing OU. and move the web design team users who need access into this sub-OU.
- **B. 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.**
- 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: B

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.

NEW QUESTION # 48

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. 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.
- 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. 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.
- **D. 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.**

Answer: D

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 # 49

Your company's help desk is receiving technical support tickets from employees who report that messages from known external contacts are being sent to the spam label in Gmail. You need to correct the issue and ensure delivery of legitimate emails without introducing additional risk as soon as possible. What should you do?

- **A. Ask employees to select the messages in Gmail that are being delivered to spam and mark them as Not spam.**
- B. Turn off more aggressive spam filtering in spam policies that are applied to the users' organizational unit and add the senders' mail system IP addresses to the email allowlist.
- C. Contact the external senders, and tell them to authenticate their sent mail by using domain-based message authentication, reporting, and conformance (DMARC).
- D. Create an address list of approved senders so messages from these users bypass Gmail's spam filters and recipients can decide whether they are spam or not.

Answer: A

Explanation:

Asking employees to mark legitimate emails as "Not spam" helps train Gmail's spam filter to correctly identify these senders as trusted. This is a quick and effective way to correct the issue without introducing any additional risk or changes to the email filtering settings. Over time, Gmail will learn to recognize these senders as legitimate, reducing the likelihood of their messages being misclassified as spam in the future.

NEW QUESTION # 50

You notice an increase in support cases related to Chrome browser within your organization. You suspect a potential outage or service disruption with Chrome browser. You need to determine whether any information has been released about the issue and if there are any projected timelines for its resolution. What should you do first?

- A. Use the Help Assistant within the Google Admin console to identify if there was a recent outage.
- B. Log a case with Chrome Enterprise support.
- C. Collect a HAR file, and use the Google Admin Toolbox to identify potential failures.
- **D. Review the Google Workspace Status Dashboard.**

Answer: D

Explanation:

When experiencing a potential service disruption with a Google product like Chrome browser that is impacting your organization, the first and most efficient step to check for known outages and their resolution timelines is to review the Google Workspace Status Dashboard. This dashboard provides real-time information about the status of various Google Workspace services, including Chrome Enterprise.

Here's why option C is the correct first step and why the others are less immediate or less likely to provide the initial information you need:

C . Review the Google Workspace Status Dashboard.

The Google Workspace Status Dashboard is the official source for information about outages, service disruptions, and maintenance affecting Google Workspace services. It provides the current status of each service, any reported issues, and often includes updates on investigations and estimated times for resolution if an outage is confirmed. Checking this dashboard first will quickly tell you if Google is aware of a widespread issue with Chrome and if there's any information available.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation explicitly directs administrators to use the Status Dashboard for checking service outages. Articles like "Check the Google Workspace status" or similar titles explain how to access and interpret the information on the dashboard. It is the primary communication channel from Google regarding service health.

A . Use the Help Assistant within the Google Admin console to identify if there was a recent outage.

The Help Assistant in the Google Admin console is a useful tool for general troubleshooting and finding help articles. While it might

eventually point you to the Status Dashboard or provide information based on known issues, it is not the most direct and real-time source for immediate outage information. Checking the Status Dashboard directly is faster and more reliable for immediate outage identification.

Associate Google Workspace Administrator topics guides or documents reference: The Help Assistant is primarily designed for guiding administrators through tasks and providing access to support documentation, not as a real-time status indicator for service outages.

B . Collect a HAR file, and use the Google Admin Toolbox to identify potential failures.

Collecting a HAR (HTTP Archive) file and using the Google Admin Toolbox are more relevant for diagnosing specific technical issues at the user or network level. While these tools can be helpful for troubleshooting individual problems or investigating the root cause of an issue after confirming it's not a known outage, they are not the first step to take when suspecting a widespread service disruption. They are more for in-depth technical analysis.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on the Google Admin Toolbox describes its various utilities for diagnosing and troubleshooting specific issues, often requiring technical expertise and focusing on local or account-specific problems rather than broad service outages.

D . Log a case with Chrome Enterprise support.

Logging a support case is appropriate when you have investigated and cannot find information about a known outage, or when you need assistance with a specific issue that is not related to a general service disruption. It takes time to receive a response from support, so it's not the quickest way to check for a known outage and its timeline. You should first check the official status dashboard.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help provides guidance on when and how to contact support. Checking the Status Dashboard is typically recommended as the first step for service-related issues.

Therefore, the most efficient first step to determine if there's a known outage or service disruption with Chrome browser and to find any projected timelines for resolution is to review the Google Workspace Status Dashboard.

NEW QUESTION # 51

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