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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>

Topic 2	<ul style="list-style-type: none"> <li>• <b>Managing Objects:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Troubleshooting:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Data Access and Authentication:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Configuring Services:</b> 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.</li> </ul>

## Google Associate Google Workspace Administrator Sample Questions (Q31-Q36):

### NEW QUESTION # 31

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. Configure a data retention policy to automatically delete files containing credit card numbers after a specified period.
- C. 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.
- D. Implement a third-party data loss prevention solution to integrate with Drive and provide advanced content detection capabilities.

**Answer: C**

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 # 32**

You recently noticed a suspicious trend in your organization's Google Drive usage. Several users have shared sensitive documents outside the organization, potentially violating your company's data security policy. You need to identify the responsible users and the extent of the unauthorized sharing. What should you do?

- A. Review the organization's sharing policies in the Admin console, and update the policies to prevent external sharing.
- B. Use the security health page to identify misconfigured sharing settings in Drive.
- C. Create an activity rule in the Security Center to alert you of future external sharing events.
- **D. Use the security investigation tool to analyze Drive logs and identify the users.**

**Answer: D**

Explanation:

The core of the problem is to identify the responsible users and the extent of past unauthorized sharing. The Security Investigation Tool is designed precisely for this purpose. It allows administrators to search and analyze various audit logs, including Drive logs, to pinpoint specific events, users, and data.

#### **NEW QUESTION # 33**

Your company wants to enable single sign-on (SSO) for its employees to access a newly acquired cloud-based marketing platform. The marketing platform vendor has confirmed SAML 2.0 compatibility and provided the necessary metadata. You need to streamline user access and centralize authentication through Google Workspace. What should you do?

- A. Request an API key from the marketing platform vendor for SAML integration.
- **B. Create a new SAML application in the Google Admin console.**
- C. Instruct employees to log in to the marketing platform using the Sign In with Google functionality.
- D. Enable two-factor authentication for all users to enhance security before implementing SSO.

**Answer: B**

Explanation:

To enable single sign-on (SSO) through Google Workspace, you need to create a new SAML application in the Google Admin console. This allows users to authenticate centrally through Google Workspace when accessing the marketing platform, leveraging SAML 2.0 compatibility.

You can then upload the metadata provided by the marketing platform vendor to complete the integration. This approach ensures streamlined access and centralized authentication for your employees.

#### **NEW QUESTION # 34**

During a recent Google Meet video conference, several employees reported that they could not hear the presenters. The presenters confirmed that their laptops' microphones were working. The affected employees were all using company-issued laptops. You need to quickly diagnose the source of the issue. What should you do first?

- A. Use the Meet quality tool for each affected user to analyze their microphone settings and configurations during the meeting.
- B. Check the Admin console to determine whether there are recent Meet-related notifications or alerts.
- **C. Verify that the audio drivers on the affected laptops are up-to-date and functioning correctly.**
- D. Check if Context-Aware access rules were set to prevent Meet access from the user's network location.

**Answer: C**

Explanation:

Since the presenters' microphones are working, the issue likely lies with the affected employees' laptops. The first step in diagnosing the problem is to verify that the audio drivers on the affected laptops are up-to-date and functioning correctly. Outdated or malfunctioning audio drivers can cause issues with hearing sound during video conferences. Once the drivers are confirmed to be functional, further troubleshooting steps can be taken if necessary.

### NEW QUESTION # 35

Your company has purchased Gemini licenses for a subset of employees. You need to ensure that only users in the marketing and sales departments have access to Gemini features by using the most efficient approach. What should you do?

- A. Assign Gemini licenses to each user in the marketing and sales departments.
- B. Enable Gemini for the entire organization. Instruct users in other departments not to use Gemini.
- C. Create an organizational unit (OU) for marketing and sales. Assign the Gemini licenses to that OU, and enable Gemini for that OU only.
- D. Create a script to assign a Gemini license to new users if they are in marketing or sales. Run the script daily.

Answer: C

Explanation:

Creating separate organizational units (OUs) for marketing and sales allows you to apply the Gemini licenses to only those departments. By enabling Gemini for just that OU, you ensure that only the employees in marketing and sales have access to Gemini features, ensuring an efficient and scalable solution. This avoids the need for manual assignment or unnecessary instructions to users in other departments.

### NEW QUESTION # 36

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