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Google Associate-Google-Workspace-Administrator Questions: Fosters Your Exam Passing Skills [2026]

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

Topic	Details

Topic 1	• 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	• 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 3	• 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 4	• 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 5	• 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.

Google Associate Google Workspace Administrator Sample Questions (Q86-Q91):

NEW QUESTION # 86
Your organization acquired a small agency with only five users. You need to create user accounts for these new employees. Agency users must have their original email address. You have added the agency's domain as a secondary domain. What should you do?

- A. Use Google Cloud Directory Sync (GCDS) to sync users from an existing directory.
- B. Manually create users from the Admin console. When creating the user account, choose the agency domain to be used for the email address.
- C. Bulk upload all users using a CSV file.
- D. Use the Directory API to automatically create the user accounts.

Answer: B

Explanation:
The key information here is "only five users" and "Agency users must have their original email address. You have added the agency's domain as a secondary domain." For a small number of users (five), manually creating them in the Admin console is the most straightforward and least complex method. When creating a new user, the Admin console allows you to select the domain for their primary email address from any secondary domains you have added to your Google Workspace account.
Here's why the other options are less suitable:
A . Use the Directory API to automatically create the user accounts. While the Directory API can be used for automation, it requires scripting or programming knowledge. For just five users, this is overkill and introduces unnecessary complexity.
C . Use Google Cloud Directory Sync (GCDS) to sync users from an existing directory. GCDS is designed for syncing large numbers of users and groups from an on-premise directory (like Active Directory) to Google Workspace. For only five users, and if there isn't an existing directory that needs ongoing synchronization, GCDS is far too complex and unnecessary.
D . Bulk upload all users using a CSV file. Bulk upload using a CSV file is efficient for a larger number of users (e.g., dozens, hundreds, or thousands). For only five users, preparing a CSV file might take as much or more time than simply creating them one by one through the graphical interface, especially if it's a one-time task.
Reference from Google Workspace Administrator:
Add users one by one: This method is explicitly recommended for adding a small number of users (e.g., 10 or fewer). During the user creation process, you have the option to choose the domain for the user's primary email address from your available domains.
Reference:
Add a domain or domain alias: This is the prerequisite step mentioned in the question ("You have added the agency's domain as a secondary domain.") which allows you to use that domain for user email addresses.

NEW QUESTION # 87
The current data storage limit for the sales organizational unit (OU) at your company is set at 10GB per user. A subset of sales representatives in that OU need 100GB of storage across shared services. You need to increase the storage for only the subset of sales representatives by using the least disruptive approach and the fewest configuration steps. What should you do?

- A. Create a configuration group, and add the subset of users to that group. Set the group storage limit to 100GB.
- B. Change the storage limit of the sales OU to 100GB.
- C. Move the subset of users to a sub-OU, and assign a 100GB storage limit to that sub-OU.
- D. Instruct the subset of users to store their documents in a Shared Drive with a 100GB limit.

Answer: C

Explanation:
By moving the subset of sales representatives to a sub-organizational unit (OU) and assigning a 100GB storage limit to that sub-OU, you can efficiently increase the storage for those users without affecting the rest of the sales team. This approach allows you to target the specific users that require more storage, maintaining minimal disruption and configuration steps.

NEW QUESTION # 88
Your organization uses live-streaming to host large Google Meet meetings. You need to limit the participation to affiliated Google Workspace domains by using the Admin console. What should you do?

- A. Turn off live streaming to Youtube.
- B. Turn on in-house live streaming. Invite users from affiliated domains.
- C. Add participants to an organizational unit (OU). Turn on live streaming.
- D. Add the Trusted Workspace domain names in the Stream dialog box.

Answer: C

Explanation:
By organizing participants into an organizational unit (OU) in the Admin console, you can control access to live streaming and ensure

that only users from affiliated Google Workspace domains are allowed to participate in the live-streamed meetings. Turning on live streaming within this context will ensure that the meeting is restricted to the appropriate participants from the specified domains.

NEW QUESTION # 89
Your organization is increasingly concerned about its environmental impact. You want to assess the environmental impact of using Google Workspace services. Which report should you use?

- A. Accounts report
- B. Carbon footprint report
- C. Apps Monthly Uptime report
- D. Google Environmental Report

Answer: D

Explanation:
To assess the environmental impact of using Google Workspace services, you should refer to the Google Environmental Report. Google publishes comprehensive reports detailing its environmental efforts, including the energy efficiency of its data centers, its use of renewable energy, and its overall carbon footprint, which includes the impact of services like Google Workspace.
Here's why option B is the correct choice and why the others are not relevant to assessing the overall environmental impact of using Google Workspace:
B . Google Environmental Report
Google regularly publishes detailed environmental reports that cover various aspects of its sustainability initiatives, including its progress towards using renewable energy, its efforts to improve energy efficiency in its operations (which power Google Workspace), and its overall carbon footprint. These reports provide insights into the environmental impact associated with using Google services.
Associate Google Workspace Administrator topics guides or documents reference: While there might not be a specific "Google Workspace Environmental Impact Report" as a standalone document within the Admin console, Google's overarching "Environmental Report" (often found on Google's sustainability or environmental responsibility websites) encompasses the infrastructure and practices that support all Google services, including Google Workspace. Administrators looking for this information would be directed to these publicly available Google reports.
A . Carbon footprint report
While the concept of a "carbon footprint report" is relevant to environmental impact, Google typically includes this information within its broader "Environmental Report" rather than providing a separate report specifically for Google Workspace usage within an organization's Admin console. You would likely find data related to the carbon efficiency of Google's infrastructure in their main environmental disclosures.
Associate Google Workspace Administrator topics guides or documents reference: Google's communication about its carbon footprint and environmental efforts is usually consolidated in their public sustainability reports.
C . Apps Monthly Uptime report
The Apps Monthly Uptime report provides information about the reliability and availability of Google Workspace services. It focuses on service performance and uptime metrics, not on environmental impact or sustainability.
Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on service-level agreements (SLAs) and service status provides information about uptime guarantees and how to monitor service availability, which is the focus of the Apps Monthly Uptime report.
D . Accounts report
The Accounts report in the Google Admin console provides details about user accounts within your organization, such as the number of active users, account status, and other user-related information. It does not contain any data or analysis related to the environmental impact of using Google Workspace services.
Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on reporting and user accounts describes the information available in the Accounts report, which is focused on user management and activity metrics.
Therefore, to assess the environmental impact of using Google Workspace services, your organization should refer to the publicly available Google Environmental Report, which details Google's sustainability efforts and overall environmental performance.

NEW QUESTION # 90
You are designing a group structure for your company that will be used to grant access to a specific shared drive. You need this solution to automatically add and remove employees based on their job role. What should you do?

- A. Create a distribution list. Add all employees with the desired job role. Grant the distribution list access to the shared drive.

- B. Create a dynamic group. Set the membership criteria to the desired job role. Grant the dynamic group access to the shared drive.
- C. Create a configuration group. Add users on an exception basis. Grant the configuration group access to the shared drive.
- D. Create a security group. Add all employees with the desired job role. Grant the security group access to the shared drive.

Answer: B

Explanation:
A dynamic group automatically manages its membership based on user attributes, such as job role. This approach ensures that employees are automatically added or removed from the group based on their role, minimizing manual effort and ensuring that the group always reflects the current team composition. Granting this dynamic group access to the shared drive ensures that the right users have the appropriate permissions without requiring constant manual updates.

NEW QUESTION # 91

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