Why You Can Choose Google Associate-Google-Workspace-Administrator Exam Questions?

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

Topic	Details
Topic 1	• 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 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	• 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	• 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	• 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.

>> Relevant Associate-Google-Workspace-Administrator Questions <<

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Google Associate Google Workspace Administrator Sample Questions (Q44-Q49):

NEW QUESTION # 44
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. Upgrade to a Google Workspace Enterprise edition.
- B. Wait 24 hours after signing up for the features to become active.
- C. Check domain ownership in the DNS settings.
- D. Run the Transfer tool to bring unmanaged users to your Workspace account.

Answer: C

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 # 45
Your organization handles a significant amount of sensitive customer data and must follow strict industry regulations. To meet an upcoming compliance deadline, you need to quickly implement a solution that automatically classifies files stored in Google Drive based on the content of files.
What should you do?

- A. Add users into organizational units (OUs). Configure default file classification in Drive for the desired OUs.
- B. Apply Drive labels based on content. Use Google Vault to create retention rules based on Drive labels, ensuring that data is kept for the required duration.
- C. Implement a third-party data governance tool that integrates with Drive and provides advanced classification capabilities.
- D. Create data loss prevention (DLP) rules for Drive. Configure the rules to apply Drive labels based on content.

Answer: D

Explanation:
Data loss prevention (DLP) rules in Google Workspace allow you to automatically classify and label files in Google Drive based on their content, such as identifying sensitive customer data. This ensures compliance by applying the appropriate classification to files as they are stored, allowing you to quickly meet the compliance deadline while automating the classification process based on predefined criteria.

NEW QUESTION # 46
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. 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.
- B. 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.
- C. 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.
- 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 # 47
Your company's sales team writes many business proposals in Google Docs. They want to streamline the proposal process by using templates. You need to create a document template with pre-populated sections that the sales team can access. What should you do?

- A. Enable organization branding in the Admin console. Create the templates in Google Drive. Add the templates to default themes and templates for the entire organization.

- B. Create the templates in Google Drive. Grant edit access to the sales team.
- C. Create the templates in Google Drive and download the files as PDFs. Upload PDF files to a drive shared with your sales team.
- D. Create the templates in Google Drive. Make a copy for each sales representative. Transfer ownership of each template to the sales representatives.

Answer: A

Explanation:
To create document templates with pre-populated sections that the sales team can easily access and use to streamline their proposal process, the most efficient and centrally managed approach is to utilize the Google Workspace template gallery. This involves enabling organization branding (though not strictly required for basic templates, it's often associated with organizational templates) and then adding the created templates to the default themes and templates for the entire organization or specific groups.
Here's a breakdown of why option C is correct and why the others are not the ideal solutions:
C . Enable organization branding in the Admin console. Create the templates in Google Drive. Add the templates to default themes and templates for the entire organization.
This option leverages the built-in template gallery feature of Google Workspace. By creating the templates in Google Docs (which are stored in Google Drive) and then adding them to the organization's default themes and templates through the Google Admin console, you make these templates easily discoverable by all users (or a specific organizational unit) when they go to create a new document from the template gallery. Enabling organization branding can help customize the look and feel, but the crucial part is adding the templates to the gallery.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation provides detailed instructions on "Create and manage document templates for your organization." This documentation explains how to prepare a document as a template in Google Drive and then submit it through the Admin console to the template gallery, making it available to users within the organization. Topics covered include:Submitting templates to your organization's gallery: This process involves going to Apps > Google Workspace > Drive and Docs > Templates in the Admin console.
Setting up a custom template gallery: The documentation guides administrators on how to manage the templates that appear for their users.
Organizational units: Templates can often be made available to specific organizational units, allowing for tailored templates for different teams like the sales team.
A . Create the templates in Google Drive. Grant edit access to the sales team.
Granting edit access to the sales team on the master templates is problematic. It could lead to accidental or intentional modifications of the original templates, causing inconsistencies and requiring ongoing management to ensure the templates remain in their intended state. Users should ideally create copies of the template to work on, leaving the original template untouched.
Associate Google Workspace Administrator topics guides or documents reference: Best practices for file sharing and collaboration in Google Drive emphasize providing appropriate levels of access. For templates, the goal is usually for users to use the template to create new documents, not to edit the original.
B . Create the templates in Google Drive. Make a copy for each sales representative. Transfer ownership of each template to the sales representatives.
This approach is inefficient and difficult to manage. Creating and transferring ownership of individual copies of the template to each sales representative would be time-consuming for the administrator. Furthermore, if the template needs to be updated, each individual copy would need to be modified, leading to version control issues and inconsistencies across the sales team.
Associate Google Workspace Administrator topics guides or documents reference: Google Drive's sharing and ownership features are designed for collaborative work on documents, not for distributing and managing templates in this manner. Centralized management through the template gallery is the recommended method.
D . Create the templates in Google Drive and download the files as PDFs. Upload PDF files to a drive shared with your sales team.
Saving the templates as PDFs defeats the purpose of having editable templates. The sales team would not be able to easily modify the pre-populated sections or add their specific proposal details to a PDF. Templates are meant to be starting points for new, editable documents.
Associate Google Workspace Administrator topics guides or documents reference: Google Docs is designed for creating and editing documents. Templates are a feature within this editable format, allowing users to start with a pre-structured document that they can then customize. PDFs are for final, non-editable versions.
Therefore, the correct approach is to leverage the Google Workspace template gallery to provide a streamlined and centrally managed way for the sales team to access and use the proposal templates. This is achieved by creating the templates in Google Drive and then adding them to the organizational templates through the Admin console. While enabling organization branding is mentioned in option C, the core functionality relies on the template gallery feature.

NEW QUESTION # 48
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. 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.
- B. 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.
- C. Ask employees to select the messages in Gmail that are being delivered to spam and mark them as Not spam.
- D. Contact the external senders, and tell them to authenticate their sent mail by using domain-based message authentication, reporting, and conformance (DMARC).

Answer: C

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 # 49
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