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

Topic	Details
Topic 1	<ul style="list-style-type: none">Managing User Accounts, Domains, and Directory: This section measures the skills of Identity Administrators and Directory Managers, covering user lifecycle processes like automated provisioningde-provisioning, SAML SSO configuration, and GCDS integration. It includes designing OU hierarchies aligned with organizational structures, managing dynamicsecurity groups, domain verification (MX records), and resource booking permissions for roomsequipment.
Topic 2	<ul style="list-style-type: none">Managing Core Workspace Services: Targeting Workspace Configuration Specialists and Collaboration Platform Engineers, this domain focuses on configuring Gmail (mail routing, DLP, SPFDKIM), DriveShared Drives (sharing policies, quotas), Calendar (resource delegation), Meet (securityrecording settings), Chat moderation, and Gemini licensing. It also covers AppSheetApps Script deployment for workflow automation.
Topic 3	<ul style="list-style-type: none">Managing Endpoints: This section measures the proficiency of Endpoint Security Engineers and Mobility Managers in applying mobile device policies (BYODcompany-owned), Chrome browser enrollmentextension management, and troubleshooting synchronization issues across Workspace services.
Topic 4	<ul style="list-style-type: none">Managing Security Policies and Access Controls: Validating skills of Security Architects and IAM Specialists, this domain enforces password policies, 2SV methods (Authenticator, passkeys), and context-aware access rules. It covers security group management, admin role delegation (super admins), Security Center risk analysis, and third-party app controls (Marketplace allowlists, SAML integration).

Topic 5	<ul style="list-style-type: none"> • Troubleshooting Common Issues: Targeting Technical Support Engineers and Systems Administrators, this domain tests diagnostic skills for mail delivery failures (SPF • DMARC analysis), Calendar • Drive permission conflicts, Meet performance issues, and accidental file deletion recovery. It emphasizes log interpretation, HAR file generation, and leveraging the Workspace Status Dashboard for outage identification.
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Google Associate Google Workspace Administrator Sample Questions (Q18-Q23):

NEW QUESTION # 18

Your organization is migrating their current on-premises email solution to Google Workspace. You need to ensure that emails sent to your domain are correctly routed to Gmail. What should you do?

- A. Create a content compliance rule to filter and route incoming emails.
- B. Configure SPF, DKIM, and DMARC records in your current email domain's DNS settings.
- **C. Change the Mail Exchange (MX) records in your current email domain's DNS settings to point to Google's mail servers.**
- D. Set up email forwarding from your on-premises email provider to Gmail.

Answer: C

Explanation:

To ensure that emails sent to your domain are correctly routed to Gmail, you need to update the Mail Exchange (MX) records in your domain's DNS settings to point to Google's mail servers. This is a critical step in the migration process, as it ensures that all incoming email traffic is directed to Google Workspace after the switch.

NEW QUESTION # 19

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

Answer: A

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 # 20

You need to grant a specific set of users in your company access to YouTube, and you want to restrict their access to Merchant Center. What should you do?

- A. Enable YouTube for all users in the company. Individually restrict access to Merchant Center for specific Groups or organizational units (OUs).
- **B. Enable access to YouTube at the Group or organizational unit (OU) level for the subset of users. Disable access to Merchant Center.**
- C. Create YouTube and Merchant Center as custom web apps. Apply access policies at the Group or organizational unit (OU) level.
- D. Contact Google Support and request that they enable YouTube access for the specific set of users and restrict their access to Merchant Center.

Answer: B

Explanation:

By enabling YouTube access at the Group or organizational unit (OU) level, you can target a specific set of users, allowing them to access YouTube. Simultaneously, you can disable access to Merchant Center for those same users, ensuring they can access YouTube but not Merchant Center. This approach uses Google Workspace's built-in capabilities to manage access based on user groups or organizational units.

NEW QUESTION # 21

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

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 # 22

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

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 # 23

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