

Associate-Google-Workspace-Administrator Braindumps - Exam Dumps Associate-Google-Workspace-Administrator Demo



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

Topic	Details
Topic 1	<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 2	<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 3	<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.
Topic 4	<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 5	<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.

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Google Associate Google Workspace Administrator Sample Questions (Q33-Q38):

NEW QUESTION # 33

Your company distributes an internal newsletter that contains sensitive information to all employees by email. You've noticed unauthorized forwarding of this newsletter to external addresses, potentially leading to data leaks. To prevent this, you need to implement a solution that automatically detects and blocks such forwarding while allowing legitimate internal sharing. What should you do?

- A. Create a content compliance rule to modify the newsletter subject line, adding a warning against external forwarding.
- B. Develop an Apps Script project by using the Gmail API to scan sent emails for the newsletter content and external recipients. Automatically revoke access for violating users.
- C. Add a banner to the newsletter that warns users that external sharing is prohibited.
- **D. Create a Gmail content compliance rule that targets the internal newsletter, identifying instances of external forwarding. Configure the rule to reject the message when such forwarding is detected**

Answer: D

Explanation:

A Gmail content compliance rule allows you to specifically target the internal newsletter and automatically detect when it is forwarded to external addresses. By rejecting such messages, you can prevent unauthorized sharing of sensitive information while still permitting internal sharing. This solution is effective for enforcing data security policies without manual intervention.

NEW QUESTION # 34

Your company operates several primary care clinics where employees routinely work with protected health information (PHI). You are in the process of transitioning the organization to Google Workspace from a legacy communication and collaboration system. After you sign the Business Associate Agreement (BAA), you need to ensure that data is handled in compliance with regulations when using Google Workspace. What should you do?

- A. Implement a third-party backup service that is also compliant with Google Workspace core services.
- B. Instruct the staff to not store any PHI in Google Workspace core services, including Google Drive, Docs, Sheets, and Keep.
- C. Disable integrations with third-party apps and turn off non-core Google services.
- **D. Create a label for Google Drive content to help employees identify sensitive data.**

Answer: D

Explanation:

To ensure compliance with regulations when handling protected health information (PHI) in Google Workspace, creating labels for sensitive data, such as PHI, helps employees identify and manage this information properly. Labels can be used to mark files that contain sensitive data, providing an additional layer of organization and protection. This approach aligns with regulatory requirements by ensuring that employees can easily distinguish PHI from other data and apply the necessary policies and security measures.

NEW QUESTION # 35

You work at a large organization that prohibits employees from using Google Sites. However, a task force comprised of three people from five different departments has recently been formed to work on a project assigned by the Office of the CIO. You need to allow the users in this task force to temporarily use Google Sites. You want to use the least disruptive and most efficient approach. What should you do?

- A. Turn Google Sites access on for each of the 15 users in the task force.
- B. Create an access group for the task force's 15 users. Grant Google Sites access to the group.
- **C. Place the 15 task force users into a new organizational unit (OU). Turn on Google Sites access for the OU.**
- D. Create a configuration group for the task force's 15 users. Grant Google Sites access to the group.

Answer: C

Explanation:

Creating a new organizational unit (OU) for the task force members and turning on Google Sites access for that OU is the least disruptive and most efficient approach. It allows you to target only the users in the task force, granting them temporary access to Google Sites without impacting the rest of the organization. This solution also provides clear control over the access, which can be easily modified when the task force's work is completed.

NEW QUESTION # 36

Your organization is about to conduct its biannual risk assessment. You need to help identify security risks by quickly reviewing all security settings for Gmail, Drive, and Calendar. What should you do?

- A. In each individual organizational unit (OU), review the security settings.
- B. In the alert center, review all of the alerts.
- C. In the reporting section of the Admin console, review the Gmail, Drive, and Calendar reports.
- **D. In the Google Admin console, review the security health page.**

Answer: D

Explanation:

The security health page in the Google Admin console provides an overview of security settings and highlights potential risks across various services, including Gmail, Drive, and Calendar. This page offers a consolidated view of the security posture of your organization, making it the most efficient option for quickly identifying security risks in preparation for a risk assessment.

NEW QUESTION # 37

Your organization allows employees to use their personal devices for work purposes. You want to ensure these devices follow the company's security policies. You need to choose a mobile management solution that provides minimal passcode enforcement and allows for an admin to remotely wipe a user's account from the device. You also want to avoid having to install agents on employees' personal devices. What should you do?

- **A. Implement Google's basic management on mobile devices.**
- B. Implement Google's advanced management on mobile devices.
- C. Deploy a third-party mobile device management (MDM) solution.
- D. Enforce a strong password policy, and enforce the password policy at the next sign-in.

Answer: A

Explanation:

Google's basic management for mobile devices allows administrators to enforce minimal security policies, such as passcode enforcement, without requiring the installation of any agents on employees' personal devices. This solution also allows for remotely wiping a user's account from the device if needed, ensuring data security while maintaining a less intrusive management approach for personal devices.

NEW QUESTION # 38

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