

Get the Google Associate-Google-Workspace-Administrator Certification within the Target Period



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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"> • 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 3	<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 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"> • 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.

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Google Associate Google Workspace Administrator Sample Questions (Q40-Q45):

NEW QUESTION # 40

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

Answer: A

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.

Here's why the other options are less appropriate as the first or most direct action for this specific problem:

A . Review the organization's sharing policies in the Admin console, and update the policies to prevent external sharing. This is a crucial preventative measure for the future, and a necessary step after identifying the scope of the problem. However, it won't help you identify who shared what in the past.

B . Use the security health page to identify misconfigured sharing settings in Drive. The security health page provides an overview of your security posture and can highlight general misconfigurations. While useful for identifying potential vulnerabilities, it won't give you the granular details of specific users and shared documents that have already occurred, which is what the question asks for.

D . Create an activity rule in the Security Center to alert you of future external sharing events. Similar to option A, this is a future-oriented preventative and monitoring measure. It will help catch future violations but won't provide information about the past unauthorized sharing that has already happened.

Reference from Google Workspace Administrator:

Security investigation tool: This tool is explicitly designed for identifying, triaging, and taking action on security issues. It allows administrators to search and analyze logs from various Google Workspace services, including Drive, to investigate specific events like external sharing.

Reference:

Drive audit log events: The security investigation tool leverages audit logs. Drive audit logs capture events such as document sharing, changes in sharing permissions, and access.

NEW QUESTION # 41

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

Answer: B

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 # 42

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

- D. Set up email forwarding from your on-premises email provider to Gmail.

Answer: A

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 # 43

You are configuring Chrome browser security policies for your organization. These policies must restrict certain Chrome apps and extensions.

You need to ensure that these policies are applied on the devices regardless of which user logs into the device. What should you do?

- A. Require 2SV for user logins.
- B. Configure the Chrome user setting to require users to sign in to use Chrome apps and extensions.
- C. Configure the Policy Precedence to override the domain-wide policy applied for apps and extensions.
- D. Configure the allowed list of apps in the Devices page in the apps and extensions settings.

Answer: D

Explanation:

To ensure that Chrome apps and extension policies are applied regardless of which user logs into the device, you should configure the allowed list of apps in the Devices section of the apps and extensions settings. This policy applies at the device level, ensuring that the restrictions are enforced for any user who logs into that device, providing consistent security across the organization.

NEW QUESTION # 44

Multiple users in your organization are reporting that Calendar invitations sent from a specific department are not being received. You verified that the invitations are being sent and there are no error messages in the sender's logs. You want to troubleshoot the issue. What should you do?

- A. Verify that the senders in the specific department have the necessary permissions to share their calendars externally and send invitations outside of the organization.
- B. Check the affected users' Calendar settings to confirm whether they have accidentally blocked invitations from the specific department.
- C. Analyze the message headers of the sent invitations by using the Google Admin Toolbox to identify any delivery issues.
- D. Disable and re-enable the Calendar service for the affected users to refresh their connection.

Answer: C

Explanation:

Using the Google Admin Toolbox to analyze the message headers of the sent invitations helps you identify if there are any issues with the delivery of the invitations, such as misrouted messages or issues with email delivery to the affected users. This approach will give you detailed information on what might be causing the issue, even if no error messages appear in the sender's logs.

NEW QUESTION # 45

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