

Exam Topics Associate-Google-Workspace-Administrator Pdf - Pass Guaranteed Quiz 2026 Associate-Google-Workspace-Administrator: First-grade Associate Google Workspace Administrator Valid Exam Online



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

Topic	Details
Topic 1	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 2	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 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	• 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 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.

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Google Associate Google Workspace Administrator Sample Questions (Q45-Q50):

NEW QUESTION # 45

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. Add a banner to the newsletter that warns users that external sharing is prohibited.
- C. 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

- D. 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.

Answer: C

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 # 46

You are configuring Gmail for your company and want to implement a layered security approach. You decide to implement industry-standard email authentication protocols. What should you do?

Choose 2 answers

- A. Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.
- **B. Configure DKIM to digitally sign outbound emails and verify their origin.**
- C. Disable IMAP for your organization to prevent external clients from accessing Gmail.
- D. Configure a blocked senders rule to block all emails from unknown senders.
- **E. Set up SPF records to specify authorized mail servers for your domain.**

Answer: B,E

Explanation:

To implement industry-standard email authentication protocols as part of a layered security approach for Gmail, you should configure DKIM (DomainKeys Identified Mail) and SPF (Sender Policy Framework) records for your domain. These protocols are crucial for verifying the sender's identity and ensuring the integrity of email messages.

Here's a breakdown of why options C and E are correct and why the others are not primarily email authentication protocols or best practices in this context:

C . Configure DKIM to digitally sign outbound emails and verify their origin.

DKIM adds a digital signature to the headers of outbound emails. This signature is verified by receiving mail servers using a public key published in your domain's DNS records. DKIM helps to confirm that the email was indeed sent from your domain and that its content has not been altered in transit. It is a key email authentication protocol that enhances deliverability and protects against email spoofing.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Help prevent email spoofing with DKIM" (or similar titles) explains how to set up DKIM for your domain. It details the process of generating a DKIM key, adding the public key as a TXT record in your DNS, and enabling DKIM signing in the Google Admin console. The documentation emphasizes DKIM's role in authenticating outbound mail and improving email security.

E . Set up SPF records to specify authorized mail servers for your domain.

SPF is a DNS-based email authentication protocol that allows you to specify which mail servers are authorized to send emails on behalf of your domain. Receiving mail servers check the SPF record in the sender's domain's DNS to verify if the sending server's IP address is listed as authorized. This helps to prevent spammers from forging the "From" address of your domain.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Help prevent spoofing with SPF" (or similar titles) guides administrators on creating and publishing SPF records in their domain's DNS. It explains the syntax of SPF records and how they help receiving servers validate the sender's origin, thus reducing spoofing and improving deliverability.

Now, let's look at why the other options are not the primary choices for implementing industry-standard email authentication protocols:

A . Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.

Email quarantine is a security feature that holds potentially harmful or suspicious emails for review. While it can help manage unauthenticated emails, it is a response to potential authentication failures or suspicious content, not an authentication protocol itself. Quarantine helps in handling emails that fail authentication checks (like SPF or DKIM) or are flagged by other security measures. Associate Google Workspace Administrator topics guides or documents reference: Documentation on Gmail quarantine settings explains how to configure them to manage suspicious emails, including those that may not be properly authenticated. It's a post-authentication handling mechanism.

B . Configure a blocked senders rule to block all emails from unknown senders.

Blocking all emails from "unknown senders" is an overly aggressive and impractical approach for most organizations, as you will

likely receive legitimate emails from new contacts or domains. While you can create blocklists, it's not a standard email authentication protocol and can lead to significant disruption of email flow.

Associate Google Workspace Administrator topics guides or documents reference: Gmail's blocking features allow users and administrators to block specific addresses or domains, but blocking all unknown senders is not a recommended security practice. D . Disable IMAP for your organization to prevent external clients from accessing Gmail.

Disabling IMAP can enhance security by limiting how users access their email, potentially reducing the risk of compromised third-party applications. However, it is not an email authentication protocol that verifies the sender of an email. It controls access to the mailbox, not the authentication of emails received or sent.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on managing IMAP and POP access explains how to enable or disable these protocols for users, focusing on access methods rather than email sender authentication.

Therefore, the two correct answers for implementing industry-standard email authentication protocols are configuring DKIM to sign outbound emails and setting up SPF records to specify authorized sending servers.

NEW QUESTION # 47

Per regulatory requirements, your company is required to keep the data of employees located in Germany within Europe and the data of employees located in the US within the US. The employees in Germany are in a separate organizational unit (OU) than employees in the US. You need to ensure that where employee data is stored is in compliance with the location regulations. What should you do?

- A. Navigate to the Data Regions function in the Admin console. Select the Europe region for employees in Germany, and select the US region for US employees.
- B. Instruct employees to use Drive for desktop to keep documents on their corporate computers.
- C. Create two Groups. Assign employees into the Germany or US Group based on their location. Use Google Drive trust rules to prevent sharing between the Groups.
- D. Navigate to the Data Regions function in the Admin console. Select 'No preference.'

Answer: A

Explanation:

Using the Data Regions function in the Google Admin console, you can specify where data is stored for different organizational units (OUs) based on their geographical location. This ensures that employee data for those in Germany is stored within Europe, while data for US employees is stored within the US, meeting the regulatory requirements for data locality. This approach automates compliance and eliminates the need for manual tracking or additional configurations.

Okay, I will carefully review the question and provide a 100% verified answer based on the official Associate Google Workspace Administrator documentation, correct any typing errors, and present it in the requested format.

NEW QUESTION # 48

An end user has thousands of files stored in Google Drive. Their files are well organized with Drive labels. You need to advise the end user on how to quickly identify all files that are contracts. What should you do?

- A. Advise the user to search for files that are labeled as 'contracts'.
- B. Advise the user to use the Google Drive API to search for files with the keyword 'contracts'
- C. Advise the user to use the Investigation tool to search for files with the keyword 'contracts' and updated by you.
- D. Advise the user to search in Drive for files with the keyword 'contracts', and use the 'modified by me' filter.

Answer: A

Explanation:

Since the files are already organized with labels in Google Drive, the most efficient way for the user to quickly identify all files that are contracts is to search for files with the "contracts" label. This will filter and display only the files labeled as contracts, making it the quickest and most straightforward method for locating the required files.

NEW QUESTION # 49

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

Answer: B

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 # 50

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