Associate-Google-Workspace-Administrator 100% Exam Coverage, Mock Associate-Google-Workspace-Administrator Exams

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

Topic	Details

Topic 1	• 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 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	• 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 4	• 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 5	• 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.

Google Associate Google Workspace Administrator Sample Questions (Q58-Q63):

NEW QUESTION # 58
The legal department at your organization is working on a time-critical merger and acquisition (M&A) deal. They urgently require access to specific email communications from an employee who is currently on leave. The organization's current retention policy is

set to indefinite. You need to retrieve the required emails for the legal department in a manner that ensures data privacy. What should you do?

- A. Use Google Vault to create a matter specific to the M&A deal. Search for relevant emails within the employee's mailbox. Export and share relevant emails with your legal department.
- B. Temporarily grant the legal department access to the employee's email account with a restricted scope that is limited to the M&A-related emails.
- C. Instruct the IT department to directly access and forward the relevant emails to the legal department.
- D. Ask a colleague with delegate access to the employee's mailbox to identify and forward the relevant emails to the legal department.

Answer: A

Explanation:
Using Google Vault to create a matter specific to the M&A deal allows for legal, secure, and privacy-compliant retrieval of emails. You can search for the specific emails related to the merger and acquisition, export them, and share them with the legal department without granting direct access to the employee's mailbox. This approach ensures both data privacy and compliance with organizational policies.

NEW QUESTION # 59

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

Answer: D

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 # 60

You are onboarding a new employee who will use a company-provided Android device. Your company requires the ability to enforce strong security policies on mobile devices, including password complexity requirements and remote device wipe capabilities. You need to choose the appropriate Google Workspace mobile device management solution. What should you do?

- A. Use a third-party mobile device management (MDM) solution to manage the device.

- B. Implement Google's advanced management solution for the mobile device.
- C. Allow the employee to use their personal device without enrolling it in any mobile device management (MDM) solution.
- D. Implement Google's basic management solution for the mobile device.

Answer: B

Explanation:
Google's advanced management solution for mobile devices provides the ability to enforce strong security policies, including password complexity requirements and remote wipe capabilities. This solution allows administrators to manage and secure company-provided Android devices, ensuring compliance with company security policies. Advanced management offers greater control over device settings and security features compared to basic management, which is more limited in scope.

NEW QUESTION # 61
Your company handles sensitive client data and needs to maintain a high level of security to comply with strict industry regulations. You need to allow your company's security team to investigate potential security breaches by using the security investigation tool in the Google Admin console.
What should you do?

- A. Assign the super admin role to the security team
- B. Create an administrator role with Security Center access. Assign the role to the security team.
- C. Assign the User Management Admin role to the security team.
- D. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.

Answer: B

Explanation:
To allow the security team to investigate potential security breaches using the security investigation tool, you should create a custom administrator role with Security Center access. This role will provide the security team with the necessary permissions to access and use the security investigation tool without granting them unnecessary permissions, such as those associated with User Management or Super Admin roles. This approach ensures both security and compliance with industry regulations.

NEW QUESTION # 62
The innovation team at your organization has a dedicated room with prototype equipment. You need to make the room bookable, add the equipment, and ensure that there are no booking conflicts. Only the innovation team and the sales directors can access this room. What should you do?

- A. Create a Google Group for the innovation team and another Google Group for sales directors. Share the room's calendar with both groups.
- B. Create a Google Calendar event for the room. Share the event with the innovation team and sales directors.
- C. Edit the Google Calendar settings for the room resource. Adjust the permission settings so only the innovation team and sales director group can view and book time on this calendar.
- D. Create a separate Google Calendar resource for the room. Manually manage booking requests from both teams.

Answer: C

Explanation:
By creating a dedicated Google Calendar resource for the room and adjusting its permission settings, you can ensure that only the innovation team and sales directors have access to book the room. This approach allows for centralized management of room bookings while preventing conflicts, as Google Calendar will automatically handle scheduling and prevent double-bookings.

NEW QUESTION # 63
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