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

Topic	Details
Topic 1	<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 2	<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 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"> • 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 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 (Q90-Q95):

NEW QUESTION # 90

Your organization has users in the U.S. and Europe. For compliance, user data must remain stored in their local region. What should you do?

- A. Specify a data region policy for each OU organized by location.
- B. No configuration needed; data is automatically localized.
- C. Populate the Work Address field.
- D. Create Google Groups for each region.

Answer: A

Explanation:

Data region policies enforce storage of user data within specific geographic regions. Organizing OUs by location allows precise application.

NEW QUESTION # 91

Your organization has enabled Google Groups for Business to let employees create and manage their own email distribution lists and web forums. You need to ensure that users cannot join external Google Groups with their Google Workspace accounts without interrupting internal group usage.

What should you do?

- A. Set the setting for Google Groups for Business called Default for permission to view conversations to All organization users.
- B. Set the setting for Google Groups for Business called Accessing groups from outside this organization to Private.
- C. Use the Directory API to change the settings of user-created groups to disable features that allow external users to access, view, or post on groups.
- D. In Additional Google Services, turn Google Groups OFF at the root organizational unit.

Answer: B

Explanation:

By setting the Accessing groups from outside this organization to Private, you prevent users from joining external Google Groups while still allowing internal users to use Google Groups within the organization. This setting ensures that only members of your organization can join and interact with internal groups, effectively stopping external access without affecting internal group usage.

NEW QUESTION # 92

Your organization acquired a small agency. You need to create user accounts for these new employees. The new users must be able to use their new organization's email address and their email address with the sub-agency domain name. What should you do?

- A. Redirect the acquired domain to Google's MX records and add the account as a "send as" address.
- B. Set up the acquired agency as a secondary domain and swap it to the primary domain.
- C. Set up the acquired agency as a secondary domain from the Manage domains page.
- D. Set up the acquired agency as a user alias domain from the Manage domains page.

Answer: D

Explanation:

Setting up the acquired agency as a user alias domain allows users to have their new organization's email address while still being able to send and receive emails using their previous email address with the sub-agency domain. This approach efficiently ensures they can use both email addresses without requiring additional configuration for separate accounts.

NEW QUESTION # 93

The current data storage limit for the sales organizational unit (OU) at your company is set at 10GB per user. A subset of sales representatives in that OU need 100GB of storage across shared services. You need to increase the storage for only the subset of sales representatives by using the least disruptive approach and the fewest configuration steps. What should you do?

- A. Move the subset of users to a sub-OU, and assign a 100GB storage limit to that sub-OU.
- B. Create a configuration group, and add the subset of users to that group. Set the group storage limit to 100GB.

- C. Instruct the subset of users to store their documents in a Shared Drive with a 100GB limit.
- D. Change the storage limit of the sales OU to 100GB.

Answer: A

Explanation:

By moving the subset of sales representatives to a sub-organizational unit (OU) and assigning a 100GB storage limit to that sub-OU, you can efficiently increase the storage for those users without affecting the rest of the sales team. This approach allows you to target the specific users that require more storage, maintaining minimal disruption and configuration steps.

NEW QUESTION # 94

Your company's security team should be able to investigate unauthorized external file sharing. You need to ensure that the security team can use the security investigation tool and you must follow the principle of least privilege. What should you do?

- A. Grant the super admin role to a delegate from the security team.
- **B. Create a custom admin role with security center privileges. Assign the role to the individual security team members.**
- C. Create a pre-built reporting role. Assign the role to the security team alias.
- D. Share the Drive audit log with the security team.

Answer: B

Explanation:

By creating a custom admin role with security center privileges, you can ensure that the security team has the necessary access to investigate unauthorized external file sharing while adhering to the principle of least privilege. This approach provides the security team with the specific permissions they need without granting unnecessary broader privileges, such as those associated with the super admin role.

NEW QUESTION # 95

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