

100% Pass 2026 Perfect Associate-Google-Workspace-Administrator: Associate Google Workspace Administrator Brindump Pdf



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

Topic	Details
Topic 1	<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 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"> • 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 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"> • 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.

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Google Associate Google Workspace Administrator Sample Questions (Q66-Q71):

NEW QUESTION # 66

An employee is leaving your company and has numerous files stored in My Drive. Their manager wants to retain access to these files. You need to offboard the departing employee's Google Workspace account while ensuring that the manager can still access the files while following Google-recommended practices. What should you do?

- A. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.
- **B. Transfer ownership of the departing employee's files to the manager during the user deletion process.**
- C. Download the departing employee's Drive data by using Google Takeout. Upload the data to the manager's Drive before deleting the departing employee's Google Workspace account.
- D. Instruct the departing employee to share their My Drive folder with the manager before leaving. Delete the Google Workspace account on the departing employee's last day.

Answer: B

Explanation:

Transferring ownership of the departing employee's files to the manager ensures that the manager retains access to all the files, including those stored in My Drive, without requiring additional steps like downloading or sharing files. This method follows Google-recommended practices and ensures that the files remain under proper management even after the employee's account is deleted. This process can be done efficiently during the offboarding process to ensure continuity of access.

NEW QUESTION # 67

Your company is undergoing a regulatory compliance audit. As part of the audit, you are required to demonstrate that you can preserve all electronic communications related to a specific project for a potential legal discovery process. You need to configure Google Vault to accomplish this goal. What should you do?

- A. Use the security investigation report to show Vault log events.
- **B. Create a matter and a hold on all project-related data sources such as Email, Chat, and Drive within Google Workspace.**
- C. Create a custom retention policy for the project data. Ensure that the policy covers the required retention period.
- D. Use the search and export functionality to identify all relevant communications within the project timeframe.

Answer: B

Explanation:

Creating a matter and placing a hold on the relevant data sources ensures that all communications related to the specific project are preserved, even if users try to delete them. This will help in maintaining compliance with legal or regulatory requirements for e-discovery, and it ensures that data cannot be modified or deleted during the audit process.

NEW QUESTION # 68

An employee has leaked confidential salary information to an external party. You need to preserve their messages in Vault for investigation. What should you do?

- A. Create a custom retention policy and review audit logs.
- B. Use the security investigation tool first, then create a hold.
- **C. Create a matter and place a hold on the employee's email.**
- D. Search and export all external messages.

Answer: C

Explanation:

A legal hold ensures that all relevant messages are preserved regardless of deletion, which is required for investigations.

NEW QUESTION # 69

Your organization wants to send reliable announcements to employees in Washington DC and maintain automatic membership updates. What should you do?

- **A. Create a Dynamic Group using the location condition.**
- B. Create a Security Group with a location label.

- C. Create a Google Group and manually add users.
- D. Create a Google Group allowing invited users to join.

Answer: A

Explanation:

Dynamic Groups automatically update membership based on user attributes such as work location, ensuring accuracy and reducing admin overhead.

NEW QUESTION # 70

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. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.
- D. Assign the User Management Admin role to the security team

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 # 71

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