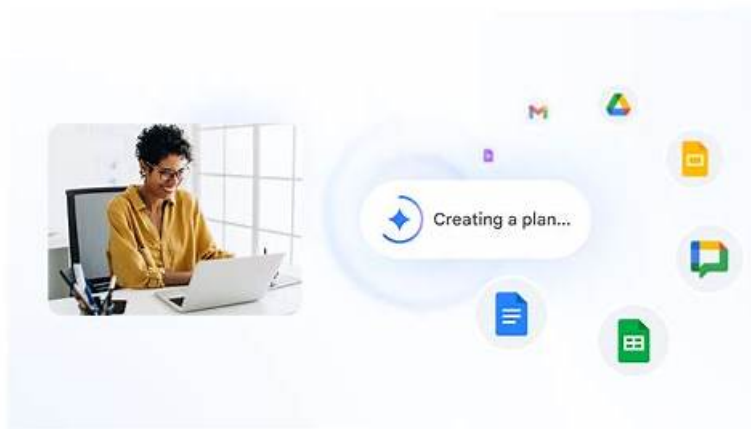


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Google Associate-Google-Workspace-Administrator Exam Syllabus Topics:

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"> • 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	<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 4	<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 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.

Google Associate Google Workspace Administrator Sample Questions (Q80-Q85):

NEW QUESTION # 80

You are configuring data governance policies for your organization's Google Drive. You need to ensure that employees in the

Research and Development department can share files with external users, while employees in the Finance department are blocked from sharing any files externally. What should you do?

- A. Apply an organization-wide data loss prevention (DLP) rule that scans for sensitive information and prevents external sharing of those files. Apply that rule to the Finance organizational unit (OU).
- B. Enable Vault for the Finance organizational unit (OU) to ensure that all files shared externally are retained and auditable.
- **C. Create a Drive trust rule that allows external sharing for the Research and Development organizational unit (OU) and another rule that blocks external sharing for the Finance OU.**
- D. Create a separate Google Workspace domain for the Finance organizational unit (OU) and disable external sharing for that domain.

Answer: C

Explanation:

To enforce different external sharing policies for different departments within the same Google Workspace domain, you should use Google Drive sharing policies configured at the organizational unit (OU) level. Drive trust rules are the mechanism within Google Workspace to control how users can share files inside and outside the organization.

Here's why option A is correct and why the others are not the most appropriate solutions:

A . Create a Drive trust rule that allows external sharing for the Research and Development organizational unit (OU) and another rule that blocks external sharing for the Finance OU.

Google Workspace allows administrators to set specific Drive sharing settings for different organizational units. By creating a Drive trust rule (or more accurately, configuring the external sharing options within Drive and Docs settings for each OU), you can enable external sharing for the Research and Development OU while simultaneously restricting or completely blocking external sharing for the Finance OU. This granular control at the OU level directly addresses the requirement of having different policies for the two departments.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Control how users can share Drive files externally" (or similar titles) explains how to manage external sharing options at the organizational unit level. This includes: Setting sharing options by organizational unit: The documentation details how to navigate to Apps > Google Workspace > Drive and Docs > Sharing settings in the Admin console and then select a specific organizational unit to customize its sharing permissions.

Controlling sharing outside your organization: This section explains the various settings available, including allowing sharing with anyone, only with specific domains, or completely preventing external sharing.

While the term "Drive trust rule" might be used in more advanced contexts related to trusted domains, the core functionality of controlling external sharing based on OUs is the key here. The settings within the Drive and Docs sharing configuration for each OU achieve the desired outcome.

B . Enable Vault for the Finance organizational unit (OU) to ensure that all files shared externally are retained and auditable.

Google Vault is used for eDiscovery, legal holds, and retention of data. While it can retain and audit externally shared files (if sharing is allowed), it does not prevent external sharing. Enabling Vault for the Finance OU would not block them from sharing files externally; it would only ensure that if they do, those shared files are preserved and can be audited. This does not meet the requirement of blocking external sharing for the Finance department.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on Google Vault clearly outlines its purpose and functionalities, which are focused on data retention, legal holds, and search/export for compliance and legal reasons, not on preventing sharing.

C . Apply an organization-wide data loss prevention (DLP) rule that scans for sensitive information and prevents external sharing of those files. Apply that rule to the Finance organizational unit (OU).

While DLP rules can prevent the external sharing of files containing sensitive information, they are triggered by the content of the files, not by a blanket restriction on all external sharing for a specific OU. The requirement is to block all external sharing for the Finance department, regardless of the content. Applying a DLP rule only to the Finance OU might be complex to manage for a complete block and is not the most direct way to achieve the stated goal. OU-based sharing settings are more straightforward for this purpose.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on Data Loss Prevention (DLP) explains how to create rules based on content to prevent sensitive data leaks. While DLP can control sharing, it's not the primary mechanism for completely blocking all external sharing for an entire OU.

D . Create a separate Google Workspace domain for the Finance organizational unit (OU) and disable external sharing for that domain.

Creating a separate Google Workspace domain for the Finance department is an overly complex and administratively burdensome solution. It would involve managing two separate domains, user accounts, billing, and potentially complicate internal collaboration between departments. Using organizational units within the same domain provides a much more efficient and manageable way to apply different policies.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace's organizational unit structure is specifically designed to allow administrators to apply different settings and policies to groups of users within a single

domain, avoiding the need for separate domains for policy enforcement.

Therefore, the most direct and appropriate solution is to configure the Google Drive sharing settings at the organizational unit level, allowing external sharing for the Research and Development OU and blocking it for the Finance OU.

NEW QUESTION # 81

Your organization recently deployed Google Workspace. Over 3,000 external contacts were shared in public folders in Microsoft Exchange before the implementation. You need to ensure that these external contacts appear to domain users in Gmail. What should you do?

- A. Use the Domain Shared Contacts API to add the external contacts to the Directory.
- B. Export the external contacts to a CSV file, upload the file to Google Drive, and instruct users to import to their My Contacts.
- C. Create a user account, add the external contacts, and delegate them to all users in the domain.
- D. Use Google Cloud Directory Sync to sync the external contacts from the public folders in Microsoft Exchange to the Directory.

Answer: A

Explanation:

The Domain Shared Contacts API allows you to add external contacts to the Google Workspace directory, making them available to all users in the domain. This is the most effective and scalable solution for adding a large number of external contacts (like the 3,000 from Microsoft Exchange) to your Google Workspace environment. Once the contacts are added to the directory, they will be accessible to all users in Gmail and other Google Workspace apps.

NEW QUESTION # 82

You are migrating your organization's email to Google Workspace. Your organization uses the terramearth.com email domain. You need to configure Google Workspace to receive emails sent to terramearth.com. What should you do?

- A. Create a domain alias for terramearth.com in Google Workspace. Configure email forwarding to redirect emails to the new Google Workspace accounts.
- B. Establish a Transport Layer Security (TLS) connection between your company's existing mail servers and Google's mail servers
- C. Add terramearth.com as a primary, secondary, or alias domain in Google Workspace. Update the Mail Exchange (MX) records with your domain registrar to direct mail flow to Google's mail servers.
- D. Configure an email address in Google Workspace to capture emails sent to unverified domains, including terramearth.com

Answer: C

Explanation:

To receive emails for your domain (terramearth.com) in Google Workspace, you need to add the domain to Google Workspace as either a primary, secondary, or alias domain, depending on your organization's requirements. After adding the domain, you must update the Mail Exchange (MX) records at your domain registrar to point to Google's mail servers. This step is essential to ensure that emails are correctly routed to Google Workspace.

NEW QUESTION # 83

Your company has a globally distributed remote work team. You want to ensure all team members adhere to the company's data security policies and only access authorized systems based on their location and role. What should you do?

- A. Implement two-factor authentication for all remote team members.
- B. Configure access control policies with conditional access.
- C. Set up and mandate the use of a company-wide VPN for all remote access.
- D. Create and enforce data loss prevention (DLP) rules to control data sharing.

Answer: B

Explanation:

To ensure that a globally distributed remote work team adheres to data security policies and only accesses authorized systems based on their location and role, you should configure access control policies with conditional access. Conditional access allows you to

define rules that grant or block access to resources based on various factors, including the user's location, the device they are using, their role, and the application they are trying to access.

NEW QUESTION # 84

You work for a healthcare provider that uses an external medical billing company to manage patient records and invoices. Your organization's employees need to share patient documents with the billing company's employees for processing. You need to configure access so the medical billing company's employees can view and edit the documents, but they cannot delete the documents. What should you do?

- A. Create a group, and add the employees from your organization and the billing company. Create a shared folder on Google Drive. Grant Editor access to the group
- B. Restrict access for the medical billing company's employees by using Data Loss Prevention (DLP) policies.
- C. Create a shared drive. Grant Content Manager access to your organization's employees and the billing company.
- **D. Create a shared drive that is managed by your organization's employees. Grant Contributor access to the billing company's staff.**

Answer: D

Explanation:

Creating a shared drive and granting Contributor access to the billing company's staff allows them to view and edit documents, but not delete them. This is the most suitable approach because it ensures that only your organization's employees manage the overall shared drive, while still allowing external users to collaborate on documents without compromising their integrity by preventing deletion. The shared drive structure also offers better control over document permissions compared to shared folders.

NEW QUESTION # 85

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