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Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q75-Q80):

NEW QUESTION # 75
Your organization has been using Google Workspace for almost a year, and your annual security and risk assessment initiative is approaching. In preparation for the risk assessment, you want to quickly review all the security-related settings for Gmail, Drive, and Calendar, and identify the ones that may be posing risk. What should you do?

- A. Review the Gmail, Drive, and Calendar reports in the Reporting section in the Admin console.
- B. Review all the alerts in the Alert center.
- C. Review the Security health page in the Admin console.

- D. Review all settings for each organizational unit (OU) separately because it is the only way to see the security settings for Workspace apps.

Answer: C

Explanation:
The Security health page in the Security Center provides a centralized overview of security settings and issues across various Google Workspace services, including Gmail, Drive, and Calendar.

NEW QUESTION # 76

Your corporate LDAP contains the email addresses of several hundred non-employee business partners. You want to sync these contacts to Google Workspace so they appear in Gmail's address autocomplete for all users in the domain.
What are two options to meet this requirement? (Choose two.)

- A. Use the People API to upload a .csv file containing the contacts.
- B. Configure GCDS to synchronize shared contacts.
- C. Develop a custom application to call the Domain Shared Contacts API.
- D. Use the Directory API to upload a .csv file containing the contacts.
- E. Configure GCDS to populate a Group with external members.

Answer: B,C

NEW QUESTION # 77

Recently your organization has had an increase in messages marked as spam You need to quickly and efficiently obtain detailed information regarding each message What should you do?

- A. Create an investigation by using a SQL query to search for all spam audit logs exported to BigQuery
- B. Use Google Vault to put all messages marked as spam in a legal hold and review the messages
- C. Use the spam filter report in the security dashboard to see messages Google's spam filter marked as spam during a specific time period
- D. Send an alert to all users to mark all suspicious Gmail messages as spam and review the Alert center messages

Answer: C

Explanation:
Access Security Dashboard: Go to the Google Admin console and navigate to the 'Security' section.
Open Spam Filter Report: In the security dashboard, open the spam filter report.
Filter by Time Period: Select the specific time period you want to analyze.
Review Spam Messages: Review the detailed information regarding each message marked as spam by Google's spam filter.
Take Necessary Actions: Use the information from the report to adjust spam filters, user alerts, or take other necessary actions to manage spam more effectively.
Reference
Security Dashboard
Email Log Search

NEW QUESTION # 78

Your company's sales team writes many business proposals in Google Docs. They want to streamline the proposal process by using templates. You need to create a document template with pre-populated sections that the sales team can access. What should you do?

- A. Create the templates in Google Drive. Grant edit access to the sales team.
- B. Enable organization branding in the Admin console. Create the templates in Google Drive. Add the templates to default themes and templates for the entire organization.
- C. Create the templates in Google Drive. Make a copy for each sales representative. Transfer ownership of each template to the sales representatives.
- D. Create the templates in Google Drive and download the files as PDFs. Upload PDF files to a drive shared with your sales team.

Answer: B

Explanation:
To create document templates with pre-populated sections that the sales team can easily access and use to streamline their proposal process, the most efficient and centrally managed approach is to utilize the Google Workspace template gallery. This involves enabling organization branding (though not strictly required for basic templates, it's often associated with organizational templates) and then adding the created templates to the default themes and templates for the entire organization or specific groups.
Here's a breakdown of why option C is correct and why the others are not the ideal solutions:
C). Enable organization branding in the Admin console. Create the templates in Google Drive. Add the templates to default themes and templates for the entire organization.
This option leverages the built-in template gallery feature of Google Workspace. By creating the templates in Google Docs (which are stored in Google Drive) and then adding them to the organization's default themes and templates through the Google Admin console, you make these templates easily discoverable by all users (or a specific organizational unit) when they go to create a new document from the template gallery. Enabling organization branding can help customize the look and feel, but the crucial part is adding the templates to the gallery.
Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation provides detailed instructions on "Create and manage document templates for your organization." This documentation explains how to prepare a document as a template in Google Drive and then submit it through the Admin console to the template gallery, making it available to users within the organization. Topics covered include:Submitting templates to your organization's gallery:
This process involves going to Apps > Google Workspace > Drive and Docs > Templates in the Admin console.
Setting up a custom template gallery: The documentation guides administrators on how to manage the templates that appear for their users.
Organizational units: Templates can often be made available to specific organizational units, allowing for tailored templates for different teams like the sales team.
A). Create the templates in Google Drive. Grant edit access to the sales team.
Granting edit access to the sales team on the master templates is problematic. It could lead to accidental or intentional modifications of the original templates, causing inconsistencies and requiring ongoing management to ensure the templates remain in their intended state. Users should ideally create copies of the template to work on, leaving the original template untouched.
Associate Google Workspace Administrator topics guides or documents reference: Best practices for file sharing and collaboration in Google Drive emphasize providing appropriate levels of access. For templates, the goal is usually for users to use the template to create new documents, not to edit the original.
B). Create the templates in Google Drive. Make a copy for each sales representative. Transfer ownership of each template to the sales representatives.
This approach is inefficient and difficult to manage. Creating and transferring ownership of individual copies of the template to each sales representative would be time-consuming for the administrator. Furthermore, if the template needs to be updated, each individual copy would need to be modified, leading to version control issues and inconsistencies across the sales team.
Associate Google Workspace Administrator topics guides or documents reference: Google Drive's sharing and ownership features are designed for collaborative work on documents, not for distributing and managing templates in this manner. Centralized management through the template gallery is the recommended method.
D). Create the templates in Google Drive and download the files as PDFs. Upload PDF files to a drive shared with your sales team.
Saving the templates as PDFs defeats the purpose of having editable templates. The sales team would not be able to easily modify the pre-populated sections or add their specific proposal details to a PDF. Templates are meant to be starting points for new, editable documents.
Associate Google Workspace Administrator topics guides or documents reference: Google Docs is designed for creating and editing documents. Templates are a feature within this editable format, allowing users to start with a pre-structured document that they can then customize. PDFs are for final, non-editable versions.
Therefore, the correct approach is to leverage the Google Workspace template gallery to provide a streamlined and centrally managed way for the sales team to access and use the proposal templates. This is achieved by creating the templates in Google Drive and then adding them to the organizational templates through the Admin console. While enabling organization branding is mentioned in option C, the core functionality relies on the template gallery feature.

NEW QUESTION # 79
You work for an organization that is headquartered in Washington DC You want to reliably send email announcements to all employees in the area and update membership automatically What should you do?

- A. Create a Google Group and set permissions to invite employees to join the group
- B. Create a Security Group and apply the Location label to allow employees to join based on the specified location
- C. Create a Google Group and add all employees in the Washington DC work location
- D. Create a Dynamic Group by using the location condition to keep the distribution list automatically updated based on the

employees work locations

Answer: D

Explanation:
* Access Admin Console: Log in to the Google Admin console using your administrator account.
* Navigate to Groups: Go to Directory > Groups.
* Create Dynamic Group: Click on Create group and select Dynamic group.
* Set Location Condition: Define the membership condition based on the work location attribute. Set the condition to include employees located in Washington DC.
* Configure Group Settings: Set up the necessary group settings such as permissions and access controls.
* Automatic Updates: The group membership will be automatically updated based on the employees' work locations, ensuring that the distribution list always reflects the current employee locations.
References:
* Google Workspace Admin Help: Create dynamic groups
* Google Workspace Dynamic Groups Overview

NEW QUESTION # 80
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