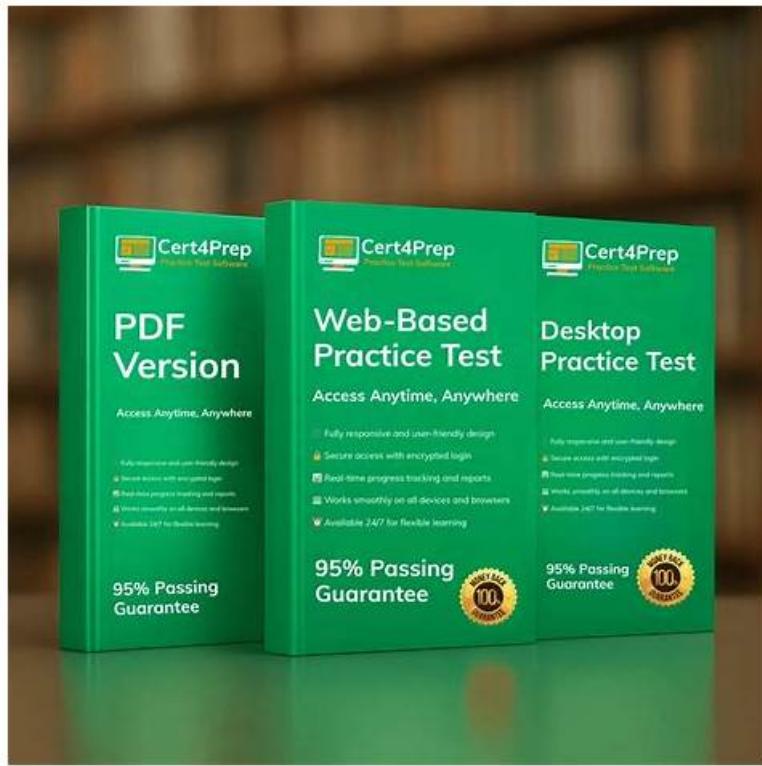


Exam Associate-Google-Workspace-Administrator Online

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

Topic	Details
Topic 1	<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 2	<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 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"> • 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 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 (Q74-Q79):

NEW QUESTION # 74

You need to grant a specific set of users in your company access to YouTube, and you want to restrict their access to Merchant Center. What should you do?

- A. Enable YouTube for all users in the company. Individually restrict access to Merchant Center for specific Groups or organizational units (OUs).
- B. **Enable access to YouTube at the Group or organizational unit (OU) level for the subset of users. Disable access to Merchant Center.**
- C. Contact Google Support and request that they enable YouTube access for the specific set of users and restrict their access to Merchant Center.
- D. Create YouTube and Merchant Center as custom web apps. Apply access policies at the Group or organizational unit (OU) level.

Answer: B

Explanation:

By enabling YouTube access at the Group or organizational unit (OU) level, you can target a specific set of users, allowing them to access YouTube. Simultaneously, you can disable access to Merchant Center for those same users, ensuring they can access YouTube but not Merchant Center. This approach uses Google Workspace's built-in capabilities to manage access based on user groups or organizational units.

NEW QUESTION # 75

You need to create an automated application or process that includes connectors to external data, leverages Google Sheets data, and is easily shared as a mobile application. What should you do?

- A. Copy the external data to BigQuery. Use a Connected Sheet to interact with the data.
- B. Create an application by using App Engine. Connect the application to your Workspace environment
- C. Create an automation process by using Apps Script. Run the process through Google Sheets.
- D. **Create an AppSheet application to connect the different data sources. Set up the mobile application.**

Answer: D

Explanation:

AppSheet is a no-code platform that allows you to easily create mobile applications that can connect to external data sources, including Google Sheets. It is ideal for quickly building automated apps that integrate data from various sources and can be easily shared with others on mobile devices. AppSheet provides an efficient way to create, customize, and deploy mobile applications without the need for extensive development skills.

NEW QUESTION # 76

You notice an increase in support tickets related to Gmail. Multiple users are reporting that their emails are not loading, and they are receiving error messages. You need to troubleshoot the issue and identify potential causes. What should you do?

- A. Collect the users' browser versions and extensions to identify potential compatibility issues.
- B. Review the users' email forwarding settings to ensure that emails are not being redirected to incorrect addresses.
- C. Analyze the users' Gmail labels and filters to determine whether incoming emails are being inadvertently blocked.
- D. **Gather HAR files from affected users to capture network traffic and analyze request/response details.**

Answer: D

Explanation:

When users report issues like "emails not loading" and "receiving error messages" in Gmail, especially if it's a new or widespread problem, it often points to network-related issues, client-side problems, or interactions between the browser and Google's servers. A HAR (HTTP Archive) file captures all the network requests and responses that occur in a web browser. This detailed log is invaluable for diagnosing web application issues, including:

Identifying specific error codes from the server.

Analyzing request and response headers.

Checking the timing of requests to see if there are performance bottlenecks.

Pinpointing blocked requests or failed resources.

Here's why the other options are less effective as the first troubleshooting step for this type of widespread issue:

A . Analyze the users' Gmail labels and filters to determine whether incoming emails are being inadvertently blocked. While labels and filters can affect email visibility, they typically wouldn't cause "emails not loading" or generic "error messages" for the Gmail interface itself. This would be more relevant if emails were simply missing, but the interface was functional.

B . Collect the users' browser versions and extensions to identify potential compatibility issues. This is a good secondary troubleshooting step. Browser versions, extensions, or even cached data can certainly cause issues. However, a HAR file can often reveal if the problem is at the browser level (e.g., an extension blocking a script) or deeper within the network interaction. If the HAR shows clean network traffic, then looking at browser specifics becomes more critical.

C . Review the users' email forwarding settings to ensure that emails are not being redirected to incorrect addresses. Email forwarding affects where emails go after they arrive in Gmail, not whether the Gmail interface itself loads or displays errors. This is irrelevant to the reported symptoms.

Reference from Google Workspace Administrator:

While there isn't a direct "Gmail troubleshooting with HAR files" page in the Google Workspace Admin Help, the concept of using HAR files for web application troubleshooting is a fundamental best practice, widely used by Google support themselves when diagnosing complex browser-related issues with Google Workspace services.

General Troubleshooting Steps for Google Workspace (Implicit HAR File Use): Google's support often requests HAR files when diagnosing browser or network-related issues with any of their web-based services. This is a common diagnostic tool.

How to Generate a HAR file: Instructions on how to generate a HAR file are commonly available from browser developers (Chrome, Firefox, Edge, etc.) and are often shared by support teams when troubleshooting web application problems.

Example (General Web Development/Troubleshooting Resource): Various online tutorials and browser developer documentation provide instructions on how to generate HAR files (e.g., Chrome DevTools, Firefox Network Monitor). These are standard tools for web troubleshooting.

By capturing a HAR file, you get a comprehensive picture of the communication between the user's browser and Google's servers, which is critical for identifying the root cause of loading errors and general functionality issues in a web application like Gmail.

NEW QUESTION # 77

Your organization needs an approval application for purchases where a user can enter information on the purchase required and then submit it for management approval. You need to suggest a solution to create the application that must be available on both the web and mobile devices. Your organization does not have software developers or the budget to hire a third party. What should you do?

- A. Suggest the organization use AppSheet to create the application.
- B. Suggest that the organization continue to approve requests manually until budget is available to use a third-party application provider.
- C. Suggest that the organization develop an application internally with a database, a backend service for data retrieval, and a frontend service for the application's user interface.
- D. Suggest that the organization use AppScript to create forms linked to a Google Sheet to store the purchase data.

Answer: A

Explanation:

AppSheet is a no-code platform that allows users to create custom applications without the need for software development skills. It is capable of building applications that can be used both on the web and mobile devices. AppSheet would allow the organization to create the approval application efficiently, meeting the requirements of the purchase process, and would be a cost-effective solution that does not require hiring developers or using a third-party application provider.

NEW QUESTION # 78

You are investigating a potential data breach. You need to see which devices are accessing corporate data and the applications used. What should you do?

- A. Analyze the User Accounts section in the Google Admin console.
- B. Analyze the security investigation tool to access device log data.
- C. Analyze the audit log in the Admin console for device and application activity.
- D. Analyze the Google Workspace reporting section of the Admin console.

Answer: C

Explanation:

The audit log in the Google Admin console provides detailed information about device and application activity, which is crucial for investigating a potential data breach. You can see which devices have accessed corporate data, as well as which applications were used, giving you a comprehensive view of any unauthorized or suspicious activities. This is the most appropriate and efficient tool for this investigation.

NEW QUESTION # 79

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