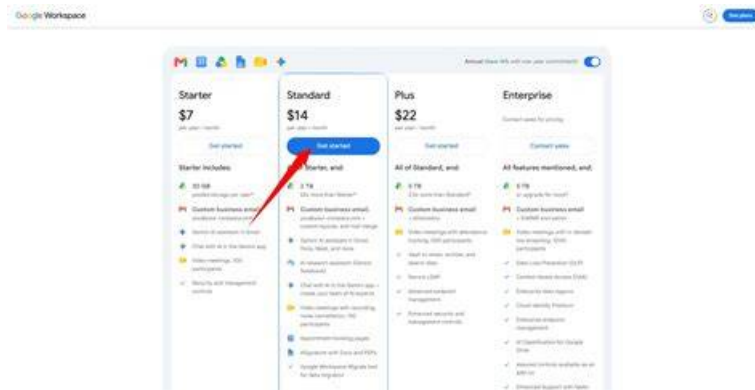


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Google Associate-Google-Workspace-Administrator Exam Syllabus Topics:

Section	Objectives
Topic 1: Data Governance and Compliance	- Manage compliance and retention • 1. Manage sharing and access controls • 2. Configure retention and Vault policies • 3. Implement data loss prevention policies • 4. Manage auditing and reporting
Topic 2: Troubleshooting and Support	- Resolve Workspace issues • 1. Resolve mail delivery and synchronization issues • 2. Review service health and status dashboards • 3. Diagnose user access problems • 4. Use Admin console troubleshooting tools
Topic 3: Core Google Workspace Services	- Configure collaboration services • 1. Manage Gmail settings • 2. Manage Calendar resources and policies • 3. Configure Google Meet and Chat • 4. Configure Google Drive and file sharing

Topic 4: User and Account Management	- Manage users and groups 1. Create and manage user accounts 2. Assign admin roles and privileges 3. Configure organizational units 4. Manage groups and shared resources
Topic 5: Security and Access Management	- Secure the Workspace environment 1. Configure multi-factor authentication 2. Implement access and sharing restrictions 3. Monitor security alerts and incidents 4. Manage endpoint and device security
Topic 6: Endpoint Management	- Manage devices and endpoints 1. Troubleshoot endpoint issues 2. Manage Chrome browser and OS policies 3. Configure mobile device management 4. Apply endpoint compliance policies

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Google Associate Google Workspace Administrator Sample Questions (Q107-Q112):

NEW QUESTION # 107

An end user has thousands of files stored in Google Drive. Their files are well organized with Drive labels. You need to advise the end user on how to quickly identify all files that are contracts. What should you do?

- A. Advise the user to search for files that are labeled as 'contracts'.
- B. Advise the user to search in Drive for files with the keyword 'contracts', and use the 'modified by me' filter.
- C. Advise the user to use the Google Drive API to search for files with the keyword 'contracts'
- D. Advise the user to use the Investigation tool to search for files with the keyword 'contracts' and updated by you.

Answer: A

Explanation:

Since the files are already organized with labels in Google Drive, the most efficient way for the user to quickly identify all files that are contracts is to search for files with the "contracts" label. This will filter and display only the files labeled as contracts, making it the quickest and most straightforward method for locating the required files.

NEW QUESTION # 108

You are applying device and user policies for employees in your organization who are in different departments. You need each department to have a different set of policies. You want to follow Google-recommended practices. What should you do?

- A. Create an Access group for each department. Configure the applicable policies.
- B. Add all managed users and devices in the top-level organizational unit.

- C. Create a child organizational unit for each department.
- D. Create separate top-level organizational units for each department.

Answer: C

Explanation:

Google recommends using the organizational unit (OU) structure for applying different settings and policies to different groups of users and devices within your Google Workspace domain. To apply a unique set of policies to each department, you should create a child organizational unit for each department under your main domain structure.

Here's why option D aligns with Google's best practices and why the others are less suitable:

D . Create a child organizational unit for each department.

Organizational units provide a hierarchical structure for managing users and devices. By creating a child OU for each department, you can then apply specific device and user policies to that OU. Users and devices within a child OU inherit policies from parent OUs but can also have OU-specific policies that override or supplement the inherited ones. This allows for granular control and ensures that each department can have the policies tailored to its needs. This is the recommended method by Google for managing policies based on departments or other logical groupings within an organization.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "How the organizational structure works" and "Apply settings for specific groups of users or devices" (or similar titles) clearly explains the purpose and benefits of using OUs for policy management. It emphasizes the hierarchical nature and how policies are applied and inherited through the OU structure. Creating child OUs for departments is a direct application of this recommended practice.

A . Create separate top-level organizational units for each department.

Creating separate top-level OUs for each department is generally not recommended for managing policies within the same organization. Top-level OUs are meant to represent distinct functional or administrative units that might have their own domain settings and administrators. Managing all departments under a single domain but in separate top-level OUs can complicate overall administration, sharing, and user management across the organization. Child OUs within a single domain provide the necessary separation for policy application while maintaining a unified organizational structure.

Associate Google Workspace Administrator topics guides or documents reference: Google's documentation on organizational structure usually advises on creating a logical hierarchy of child OUs under a single top-level OU representing the organization. Separating departments into top-level OUs is not a standard or recommended practice for policy management within a single domain.

B . Create an Access group for each department. Configure the applicable policies.

Access groups are primarily used for controlling access to specific resources or services. While you can manage group membership based on departments, policies for users and devices are typically applied at the organizational unit level, not directly to access groups. While some settings might be influenced by group membership, OUs are the primary mechanism for policy enforcement.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help distinguishes between organizational units and groups (including access groups). Policies are consistently described as being applied to OUs. Groups are for managing access and collaboration.

C . Add all managed users and devices in the top-level organizational unit.

Applying all policies at the top-level OU would mean that all users and devices inherit the same set of policies. This contradicts the requirement of having different policies for each department. To achieve department-specific policies, you need to organize users and devices into separate OUs.

Associate Google Workspace Administrator topics guides or documents reference: Google's documentation emphasizes the flexibility of the OU structure to apply different policies to different subsets of users and devices. Placing everyone in the top-level OU negates this flexibility.

Therefore, the Google-recommended practice for applying different device and user policies to employees in different departments is to create a child organizational unit for each department. This allows for targeted policy application and management within the overall organizational structure.

NEW QUESTION # 109

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. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.
- B. Assign the User Management Admin role to the security team.
- C. Assign the super admin role to the security team
- D. Create an administrator role with Security Center access. Assign the role to the security team

Answer: D

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 # 110

You notice an increase in support cases related to Chrome browser within your organization. You suspect a potential outage or service disruption with Chrome browser. You need to determine whether any information has been released about the issue and if there are any projected timelines for its resolution. What should you do first?

- A. Use the Help Assistant within the Google Admin console to identify if there was a recent outage.
- B. Collect a HAR file, and use the Google Admin Toolbox to identify potential failures.
- C. Log a case with Chrome Enterprise support.
- **D. Review the Google Workspace Status Dashboard.**

Answer: D

Explanation:

When experiencing a potential service disruption with a Google product like Chrome browser that is impacting your organization, the first and most efficient step to check for known outages and their resolution timelines is to review the Google Workspace Status Dashboard. This dashboard provides real-time information about the status of various Google Workspace services, including Chrome Enterprise.

NEW QUESTION # 111

You've received multiple reports about a suspicious email from someone who is pretending to be from your organization's human resources department. The email is prompting employees to click a link for a password update. You want to remediate this sender's emails. What should you do?

- **A. Use the security investigation tool to search for users who received the suspicious email, and select Mark message as phishing.**
- B. Notify all employees and request that they report this email as spam.
- C. Create an activity rule to alert administrators to similar emails from that sender.
- D. Use the security investigation tool to action the suspicious email and select Mark message as spam.

Answer: A

Explanation:

The security investigation tool allows you to search for and take action on suspicious emails within your organization. Marking the email as phishing helps to flag the email as malicious and prevents further emails from the same sender from being delivered to users' inboxes. This also ensures that the email is properly categorized for review and investigation by your security team.

NEW QUESTION # 112

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