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Google Workspace Administrator Associate 44 Real Exam Questions and Answers



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

Topic	Details
Topic 1	• Troubleshooting Common Issues: Targeting Technical Support Engineers and Systems Administrators, this domain tests diagnostic skills for mail delivery failures (SPF • DMARC analysis), Calendar • Drive permission conflicts, Meet performance issues, and accidental file deletion recovery. It emphasizes log interpretation, HAR file generation, and leveraging the Workspace Status Dashboard for outage identification.
Topic 2	• Managing Data Governance and Compliance: Designed for Data Governance Analysts and Compliance Officers, this section addresses Vault eDiscovery, DLP rule creation for sensitive data protection (credit cards, PII), Drive trust rules for external sharing restrictions, data location controls, and classification via Drive • Gmail labels. It evaluates strategies for Takeout management and regulatory alignment.
Topic 3	• Managing Core Workspace Services: Targeting Workspace Configuration Specialists and Collaboration Platform Engineers, this domain focuses on configuring Gmail (mail routing, DLP, SPF • DKIM), Drive • Shared Drives (sharing policies, quotas), Calendar (resource delegation), Meet (security recording settings), Chat moderation, and Gemini licensing. It also covers AppSheet • Apps Script deployment for workflow automation.

Topic 4	• Managing User Accounts, Domains, and Directory: This section measures the skills of Identity Administrators and Directory Managers, covering user lifecycle processes like automated provisioning • de-provisioning, SAML SSO configuration, and GCDS integration. It includes designing OU hierarchies aligned with organizational structures, managing dynamic • security groups, domain verification (MX records), and resource booking permissions for rooms • equipment.
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Google Associate Google Workspace Administrator Sample Questions (Q62-Q67):

NEW QUESTION # 62

External sharing at your company is only permitted for the sales and marketing department. Engineering is not allowed to share externally. You need to configure the sharing settings to comply with this policy. What should you do?

- A. Create separate shared drives for each department with different external sharing settings.
- B. Use a data loss prevention (DLP) solution to control external sharing based on user groups.
- **C. Create organizational units (OUs) for each department. Configure different external sharing settings for each OU.**
- D. Configure Drive trust rules to restrict the engineering department from sharing externally.

Answer: C

Explanation:

By creating separate organizational units (OUs) for each department, you can apply different external sharing settings based on the department's requirements. For example, you can configure the sales and marketing department's OU to allow external sharing, while configuring the engineering department's OU to restrict external sharing. This approach allows you to enforce departmental policies efficiently without impacting other departments.

NEW QUESTION # 63

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. Establish a Transport Layer Security (TLS) connection between your company's existing mail servers and Google's mail servers
- B. Create a domain alias for terramearth.com in Google Workspace. Configure email forwarding to redirect emails to the new Google Workspace accounts.
- C. Configure an email address in Google Workspace to capture emails sent to unverified domains, including terramearth.com
- **D. 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.**

Answer: D

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 # 64

You are onboarding a new employee who will use a company-provided Android device. Your company requires the ability to enforce strong security policies on mobile devices, including password complexity requirements and remote device wipe capabilities. You need to choose the appropriate Google Workspace mobile device management solution. What should you do?

- A. Allow the employee to use their personal device without enrolling it in any mobile device management (MDM) solution.
- **B. Implement Google's advanced management solution for the mobile device.**
- C. Implement Google's basic management solution for the mobile device.
- D. Use a third-party mobile device management (MDM) solution to manage the device.

Answer: B

Explanation:

Google's advanced management solution for mobile devices provides the ability to enforce strong security policies, including password complexity requirements and remote wipe capabilities. This solution allows administrators to manage and secure company-provided Android devices, ensuring compliance with company security policies. Advanced management offers greater control over device settings and security features compared to basic management, which is more limited in scope.

NEW QUESTION # 65

An employee with a Workspace Business Plus license at your company is going on a long leave soon. The employee will not need access to their Google Workspace data, but their teammates will need access to the employee's data. When the employee returns from leave, you will need to restore access to their account, data, emails, and shared documents. You need to preserve the employee's Workspace data while also minimizing cost while they are on leave. What should you do?

- A. Export the account data by using Takeout, and remove the user license in the Admin console.
- **B. Purchase an Archived User license and assign the license to the employee.**
- C. Suspend their account in the Admin console.
- D. Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.

Answer: B

Explanation:

To preserve an employee's Google Workspace data while they are on long leave, allow teammates access to that data, and minimize costs with the intention of fully restoring the account upon their return, the best course of action is to purchase an Archived User license and assign it to the employee.

Here's why option B is the most suitable and cost-effective solution that meets all the requirements:

B . Purchase an Archived User license and assign the license to the employee.

Google Workspace offers Archived User licenses at a significantly lower cost than a full user license. When you assign an Archived User license to an account, the data (including Gmail, Drive, and other Workspace services) is retained and can be accessed by other authorized users (e.g., administrators or delegated teammates). The user themselves cannot log in or use the services, thus minimizing cost. Upon the employee's return, you can easily reassign a full Business Plus license to their account, restoring their full access without any data loss or complex restoration processes.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "About Archived User licenses" (or similar titles) explicitly describes this scenario as the intended use case for Archived User licenses. It outlines the reduced cost, the preservation of data, the ability for administrators to access the data (and delegate access), and the seamless transition back to a full license when the user returns.

A . Suspend their account in the Admin console.

Suspending an account prevents the user from accessing it, but it typically retains the full license cost. While an administrator might be able to access some data in a suspended account, it doesn't offer the cost savings of an Archived User license. Additionally, depending on the suspension duration and Google's policies, there might be implications for long-term data retention without an active or archived license.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Suspend or restore users" explains the functionality of account suspension. It primarily focuses on temporarily revoking access, not on long-term, cost-effective data preservation with potential for delegated access.

C . Export the account data by using Takeout, and remove the user license in the Admin console.

While Google Takeout allows you to export user data, this creates a separate archive that is not directly integrated with Google Workspace. Providing teammates access to this exported data would be cumbersome and not as seamless as accessing it within the

original Workspace environment. Removing the user license would stop data retention in Google Workspace, and restoring the account fully upon the employee's return would involve re-importing the data, which can be complex, time-consuming, and potentially lead to data loss or inconsistencies. This option does minimize cost by removing the license but at the expense of easy access and seamless restoration.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on Google Takeout describes its purpose for exporting data out of Google services, primarily for personal use or data migration, not for temporary data preservation and collaborative access within the Workspace environment. Removing a license typically leads to data deletion after a certain period unless an alternative (like an Archived User license) is in place.

D . Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.

This approach involves significant data manipulation and potential loss of context. Copying emails might not preserve the entire mailbox structure and could miss important information. Transferring file ownership can be complex and might not cover all types of data or shared items. Deleting the user account would permanently remove the data, making full restoration upon the employee's return impossible. This option is not suitable for preserving the employee's Workspace data and restoring their account later.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace's account management best practices emphasize preserving user accounts and data for returning employees. Deleting accounts with the intention of temporary leave is strongly discouraged due to the difficulty and risks associated with data recovery and account recreation.

Therefore, the most appropriate action that meets all the requirements of preserving data, providing access to teammates, minimizing cost during the leave, and allowing for full restoration upon return is to purchase an Archived User license and assign it to the employee.

NEW QUESTION # 66

Your company is streamlining workflows by creating custom applications for tasks like filing expense reports or requesting time off. You need to identify a Google Workspace solution to develop these applications. Your development team has only basic coding knowledge. What should you do?

- A. Direct employees to use Google Forms to collect data and create basic workflows.
- **B. Enable AppSheet for your organization.**
- C. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- D. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.

Answer: B

Explanation:

The core requirement is to create custom applications for workflows like expense reports and time off, with a development team that has "only basic coding knowledge." This strongly points to a "no-code" or "low-code" platform.

AppSheet is Google's no-code development platform, designed specifically for users (often referred to as "citizen developers") with basic or no coding knowledge to build custom mobile and web applications directly from data sources like Google Sheets, Forms, or other databases. It's ideal for automating business processes and creating custom workflows without traditional programming. Here's why the other options are less suitable:

A . Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports. Gemini for Workspace (Google's AI assistant) can help with tasks like drafting emails, summarizing documents, and generating content within existing Workspace apps. While it can "simplify" aspects, it is not a platform for developing custom applications with structured workflows and data capture for tasks like full expense report submission or time-off requests. It enhances existing tools, it doesn't build new ones.

B . Direct employees to use Google Forms to collect data and create basic workflows. Google Forms is excellent for data collection and can be used for very simple workflows (e.g., collecting time-off requests). However, it lacks the robust functionality needed for complex custom applications, such as managing approvals, displaying data in different views, offline access, or integrating with other systems, without significant manual effort or custom scripting. The term "custom applications" suggests something more sophisticated than just a form.

D . Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions. Google Apps Script allows for powerful automation and the creation of custom add-ons for Google Workspace applications (Gmail, Sheets, Docs). However, Apps Script requires knowledge of JavaScript. While it's relatively "basic coding" compared to full-stack development, it's still coding. The question emphasizes "only basic coding knowledge" and the need for a solution to develop applications, implying a more visual or declarative approach than coding from scratch. AppSheet is generally considered easier for those with "basic coding knowledge" or even no coding knowledge, making it a better fit for rapid application development by non-developers.

Reference from Google Workspace Administrator:

AppSheet: No-code App Development | Google Cloud: This is the primary resource for AppSheet, explicitly stating its purpose for "no-code app development" and enabling "everyone in your organization to build and extend applications without coding." It

highlights use cases for automating business processes like order approvals (similar to expense reports/time off).

Reference:

Google AppSheet | Build apps with no code: Further reiterates that AppSheet helps "build powerful applications and automations that boost productivity. No coding required." It also mentions integration with Google Workspace, including Google Sheets and Forms as data sources.

Quick start: Build your first app and automation using Google Forms - AppSheet Help: This resource demonstrates how AppSheet can take data from Google Forms and build an app with automation (e.g., email notifications for approvals), showcasing its capability for workflows like expense reports.

NEW QUESTION # 67

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