Associate-Google-Workspace-Administrator Sample Exam - Associate-Google-Workspace-Administrator Reliable Exam Topics

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

Topic	Details

Topic 1	• 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 2	• 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.
Topic 3	• 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	• 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 5	• 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.

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

NEW QUESTION # 80
Per regulatory requirements, your company is required to keep the data of employees located in Germany within Europe and the

data of employees located in the US within the US. The employees in Germany are in a separate organizational unit (OU) than employees in the US. You need to ensure that where employee data is stored is in compliance with the location regulations. What should you do?

- A. Instruct employees to use Drive for desktop to keep documents on their corporate computers.
- B. Navigate to the Data Regions function in the Admin console. Select 'No preference.'
- C. Navigate to the Data Regions function in the Admin console. Select the Europe region for employees in Germany, and select the US region for US employees.
- D. Create two Groups. Assign employees into the Germany or US Group based on their location. Use Google Drive trust rules to prevent sharing between the Groups.

Answer: C

Explanation:
Using the Data Regions function in the Google Admin console, you can specify where data is stored for different organizational units (OUs) based on their geographical location. This ensures that employee data for those in Germany is stored within Europe, while data for US employees is stored within the US, meeting the regulatory requirements for data locality. This approach automates compliance and eliminates the need for manual tracking or additional configurations.
Okay, I will carefully review the question and provide a 100% verified answer based on the official Associate Google Workspace Administrator documentation, correct any typing errors, and present it in the requested format.

NEW QUESTION # 81
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. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- B. Enable AppSheet for your organization.
- C. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.
- D. Direct employees to use Google Forms to collect data and create basic workflows.

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 # 82
Your company operates several primary care clinics where employees routinely work with protected health information (PHI). You are in the process of transitioning the organization to Google Workspace from a legacy communication and collaboration system. After you sign the Business Associate Agreement (BAA), you need to ensure that data is handled in compliance with regulations when using Google Workspace. What should you do?

- A. Create a label for Google Drive content to help employees identify sensitive data.
- B. Implement a third-party backup service that is also compliant with Google Workspace core services.
- C. Instruct the staff to not store any PHI in Google Workspace core services, including Google Drive. Docs. Sheets, and Keep.
- D. Disable integrations with third-party apps and turn off non-core Google services.

Answer: A

Explanation:
To ensure compliance with regulations when handling protected health information (PHI) in Google Workspace, creating labels for sensitive data, such as PHI, helps employees identify and manage this information properly. Labels can be used to mark files that contain sensitive data, providing an additional layer of organization and protection. This approach aligns with regulatory requirements by ensuring that employees can easily distinguish PHI from other data and apply the necessary policies and security measures.

NEW QUESTION # 83
Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.
What should you do?
Your organization has a Shared Drive with 150 users organized as a group. All users of the group need to be able to add and edit files, but the ability to move, delete, and share content must be limited to a single user. You need to configure the shared drive to meet these requirements efficiently.
What should you do?

- A. Create a folder inside the shared drive. Share the files with the group by using the share function.
- B. In the Admin console, assign Contributor access for the shared drive to the group. Assign Content Manager access for the shared drive to the single user.
- C. Create a folder inside the shared drive. Share the folder link with the group.
- D. In the Admin console, assign Contributor access for the shared drive to each user. Assign Content Manager access for the shared drive to the single user.

Answer: B

Explanation:
By assigning Contributor access to the group, all 150 users will be able to add and edit files in the shared drive. Assigning Content Manager access to the single user ensures that only that person has the ability to move, delete, and share content within the shared drive. This approach efficiently meets the requirement of limiting certain administrative privileges while allowing the group to collaborate on content.

NEW QUESTION # 84
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 that the organization continue to approve requests manually until budget is available to use a third-party application provider.
- B. Suggest that the organization use AppScript to create forms linked to a Google Sheet to store the purchase data.
- 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 the organization use AppSheet to create the application.

Answer: D

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 # 85

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