

Associate-Google-Workspace-Administrator Übungsmaterialien & Associate-Google-Workspace-Administrator Lernführung: Associate Google Workspace Administrator & Associate-Google-Workspace-Administrator Lernguide



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Google Associate-Google-Workspace-Administrator Prüfungsplan:

Thema	Einzelheiten
Thema 1	<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.
Thema 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.

Thema 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.
Thema 4	<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.
Thema 5	<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.

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Google Associate Google Workspace Administrator Associate-Google-Workspace-Administrator Prüfungsfragen mit Lösungen (Q93-Q98):

93. Frage

You implemented a DLP policy for the finance organizational unit. You want to apply the same policy to a Shared Drive owned by finance in the most efficient way. What should you do?

- A. Change the scope of the policy to apply to all in the domain.
- B. Create a new DLP policy for the users in the Shared Drive.
- **C. Assign the Shared Drive to the finance organizational unit.**
- D. Under Sharing Settings in the Admin console, select the finance organizational unit and uncheck "Allow users outside the domain to access files in shared drives".

Antwort: C

Begründung:

DLP policies apply based on the organizational unit of the owner. Assigning the Shared Drive to the finance OU ensures the existing finance DLP rules apply automatically.

94. Frage

You work for a multinational organization. Employees in several office buildings are experiencing issues with Google Voice, including dropped calls and poor call quality. You need to quickly determine whether this is a localized issue or a broader Google Voice service disruption. What should you do?

- A. Use the security investigation tool to search user log events for "Call failed", and analyze packet loss data.
- B. Check the Google Workspace Updates blog for announcements about Google Voice issues.
- **C. Check the Google Workspace Status Dashboard for reported service outages or disruptions.**
- D. Verify whether users in the affected buildings have been assigned Google Voice licenses.

Antwort: C

Begründung:

When multiple users across different office buildings experience issues with a Google Workspace service like Google Voice (dropped calls, poor call quality), the first and most efficient step to determine if it's a widespread service disruption or a localized issue is to check the official Google Workspace Status Dashboard. This dashboard provides real-time and historical information on the status of all Google Workspace services.

95. Frage

Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of similar incidents in the future.

What should you do?

- **A. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.**
- B. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.
- C. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.
- D. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.

Antwort: A

Begründung:

The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

96. Frage

You work for a healthcare provider that uses an external medical billing company to manage patient records and invoices. Your organization's employees need to share patient documents with the billing company's employees for processing. You need to configure access so the medical billing company's employees can view and edit the documents, but they cannot delete the documents.

What should you do?

- A. Create a shared drive. Grant Content Manager access to your organization's employees and the billing company.
- B. Restrict access for the medical billing company's employees by using Data Loss Prevention (DLP) policies.
- C. Create a group, and add the employees from your organization and the billing company. Create a shared folder on Google Drive. Grant Editor access to the group.
- **D. Create a shared drive that is managed by your organization's employees. Grant Contributor access to the billing company's staff.**

Antwort: D

Begründung:

Creating a shared drive and granting Contributor access to the billing company's staff allows them to view and edit documents, but not delete them. This is the most suitable approach because it ensures that only your organization's employees manage the overall shared drive, while still allowing external users to collaborate on documents without compromising their integrity by preventing deletion. The shared drive structure also offers better control over document permissions compared to shared folders.

97. Frage

Your organization is implementing a new customer support process that uses Gmail. You need to create a cost-effective solution that allows external customers to send support request emails to the customer support team. The requests must be evenly distributed among the customer support agents. What should you do?

- **A. Create a Google Group, enable collaborative inbox settings, set posting permissions to "Anyone on the web", and add the customer support agents as group members.**
- B. Create a Google Group, add the support agents to the group, and set the posting permissions to "Public."
- C. Set up an inbox for the customer support team. Provide the login credentials to the customer support team.
- D. Use delegated access for a specific email address that represents the customer support group, and add the customer support team as delegates for that email address.

Antwort: A

Begründung:

A Google Group with collaborative inbox settings allows you to evenly distribute support request emails among the team. By setting the posting permissions to "Anyone on the web," external customers can send emails directly to the group, and the emails will be distributed to the support agents as tasks. This is a cost-effective solution that also provides an organized way to manage and track customer support requests.

98. Frage

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