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Google Workspace Administrator certification is highly valued by organizations that use Google Workspace as their primary productivity suite. It is a testament to the candidate's expertise in managing and administering Google Workspace and their commitment to staying up-to-date with the latest trends and best practices. By earning this certification, candidates can demonstrate their skills to potential employers and advance their careers as Google Workspace administrators.

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Of course, when we review a qualifying exam, we can't be closed-door. We should pay attention to the new policies and information related to the test Associate-Google-Workspace-Administrator certification. For the convenience of the users, the Associate-Google-Workspace-Administrator test materials will be updated on the homepage and timely update the information related to the qualification examination. Annual qualification examination, although content broadly may be the same, but as the policy of each year, the corresponding examination pattern grading standards and hot spots will be changed, the Associate-Google-Workspace-Administrator Test Prep can help users to spend the least time to pass the exam.

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

Topic	Details

Topic 1	<ul style="list-style-type: none"> 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.
Topic 2	<ul style="list-style-type: none"> 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 3	<ul style="list-style-type: none"> Managing Endpoints: This section measures the proficiency of Endpoint Security Engineers and Mobility Managers in applying mobile device policies (BYOD company-owned), Chrome browser enrollment extension management, and troubleshooting synchronization issues across Workspace services.
Topic 4	<ul style="list-style-type: none"> Managing Security Policies and Access Controls: Validating skills of Security Architects and IAM Specialists, this domain enforces password policies, 2SV methods (Authenticator, passkeys), and context-aware access rules. It covers security group management, admin role delegation (super admins), Security Center risk analysis, and third-party app controls (Marketplace allowlists, SAML integration).
Topic 5	<ul style="list-style-type: none"> 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.

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Google Associate Google Workspace Administrator Sample Questions (Q52-Q57):

NEW QUESTION # 52

Your security team is concerned about disgruntled employees downloading large amounts of intellectual property. You need to create an automatic notification if any user downloads more than 500 files from Google Drive within a one-hour period. What should you do?

- A. Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests.
- B. Configure a Data Loss Prevention (DLP) rule for Drive.
- C. Use the alert center to review Drive audit logs for instances where users download a large number of files.
- D. Create an activity rule in the security investigation tool to monitor Drive download events. Set a threshold to trigger an alert.

Answer: D

Explanation:

To create an automatic notification for a specific event (downloading more than 500 files from Google Drive within a one-hour period), an "activity rule" in the Google Workspace Security Center (which leverages the security investigation tool's capabilities) is the most appropriate and direct solution. Activity rules allow you to define conditions based on log events (like Drive downloads) and set thresholds to trigger alerts and even automated actions.

Here's why the other options are less suitable for this specific requirement:

B . Use the alert center to review Drive audit logs for instances where users download a large number of files. The Alert Center displays alerts, but it doesn't create the custom alert for this specific threshold. You would review existing alerts here. While Drive audit logs are the source of the data, the Alert Center isn't where you configure the rule to generate the alert based on a specific count of downloads within a time period.

C . Configure a Data Loss Prevention (DLP) rule for Drive. DLP rules are designed to prevent sensitive data from being shared or downloaded. They focus on the content of the files (e.g., credit card numbers, PII). While useful for data exfiltration, a DLP rule wouldn't specifically count the number of downloads to trigger an alert based on a volume threshold, regardless of content.

D . Set up an alert within Google Cloud Monitoring to track the number of Drive API calls and trigger a notification when a user makes an excessive number of download requests. While technically possible via Google Cloud's logging and monitoring infrastructure if you're forwarding Google Workspace logs there, this is a more complex and advanced solution requiring integration with Google Cloud Platform. The Google Workspace Admin console offers a direct, built-in feature (activity rules) for this specific use case, making it the more efficient and less expensive solution within the context of Google Workspace administration.

Reference from Google Workspace Administrator:

Create and manage activity rules: This documentation directly explains how to create activity rules, including setting conditions based on log events (like Drive downloads) and defining thresholds to trigger alerts.

Reference:

Specifically, for Drive download events: The activity rule configuration allows you to select "Drive log events" as the data source and then filter by "Download" event type. You can then define the threshold (e.g., count > 500 within 1 hour).

Drive audit log events: These logs are the source data that activity rules analyze. They capture events like "Download." About the security investigation tool: Activity rules are often created within or leverage the capabilities of the security investigation tool.

NEW QUESTION # 53

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 action the suspicious email and select Mark message as spam
- 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 search for users who received the suspicious email, and select Mark message as phishing.

Answer: D

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 # 54

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

Answer: A

NEW QUESTION # 55

A user in your organization reported that their internal event recipient is not receiving the Calendar event invites. You need to identify the source of this problem. What should you do?

- A. Check whether the business hours are set up in the event recipient's Calendar settings.
- **B. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.**
- C. Check if Calendar service is turned off for the event creator.
- D. Check whether the Calendar event has more than 50 guests.

Answer: B

Explanation:

When an internal user reports not receiving Google Calendar event invites, the most likely immediate cause to investigate on the recipient's end is their notification settings within Google Calendar. Users can customize their notification preferences, and it's possible they have turned off email notifications for new events.

Here's why option D is the most relevant first step and why the other options are less likely to be the primary cause of this specific issue:

D . Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.

Google Calendar allows users to configure various notification settings, including whether they receive email notifications for new events, changes to events, reminders, etc. If the recipient has disabled email notifications for new events, they would not receive the invites in their inbox, even though the event might be correctly added to their Calendar.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Calendar Help documentation for users, such as "Change notification settings," explains how users can customize their event notifications. This includes options to turn off email notifications for new events. While administrators don't directly manage individual user's notification settings, understanding these user-level controls is crucial for troubleshooting. An administrator might guide the user to check these settings.

A . Check whether the business hours are set up in the event recipient's Calendar settings.

Business hours in Google Calendar primarily affect meeting scheduling suggestions and how a user's availability is displayed to others. They do not directly prevent a user from receiving event invitations. Whether or not a recipient has configured their business hours will not stop the email notification for a new event from being sent (unless perhaps in very specific and unusual edge cases related to resource scheduling, which isn't indicated here).

Associate Google Workspace Administrator topics guides or documents reference: The Google Calendar Help documentation on "Set your working hours and location" explains the purpose of business hours, which is related to availability and scheduling, not the receipt of invitations.

B . Check if Calendar service is turned off for the event creator.

If the Calendar service is turned off for the event creator, they would not be able to create or send any Calendar events in the first place. Since the user created and sent the invite (as mentioned by the recipient not receiving it), the Calendar service must be active for the creator.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn Google Calendar on or off for users" explains how administrators can control access to the Calendar service. If the service is off for a user, they would not have Calendar functionality.

C . Check whether the Calendar event has more than 50 guests.

While there might be limitations on the number of guests that can be added to a single Calendar event, exceeding this limit typically results in an error message for the event creator during the invitation process, not a failure of the recipient to receive the invite. Even if there were such a limit affecting receipt (which is not a common documented issue for internal users within reasonable limits), it wouldn't be the first thing to check.

Associate Google Workspace Administrator topics guides or documents reference: Google Calendar Help documentation might mention limits on the number of guests, but these limits usually pertain to the ability to add guests, send updates, or view responses, not a complete failure of delivery to some recipients within the organization.

Therefore, the most logical first step in troubleshooting why an internal recipient isn't receiving Calendar event invites is to have the recipient check their own Calendar notification settings to ensure that email notifications for new events are enabled.

NEW QUESTION # 56

A user is experiencing intermittent issues accessing their Gmail inbox. Sometimes their Gmail loads slowly, and other times the user encounters error messages that haven't been documented. You need to effectively troubleshoot this recurring problem. What should you do?

- A. Instruct the user to clear their browser cache and cookies.
- B. Check the Google Workspace Status Dashboard for any reported service disruptions.
- C. Instruct the user to try to access Gmail from another device or network to see if the issue persists.

- D. Instruct the user to generate a HAR file the next time they experience slowness or an error.

Answer: D

Explanation:

A HAR file (HTTP Archive) records detailed information about the user's network activity, including HTTP requests and responses. This file can help diagnose issues with Gmail loading slowly or errors occurring, especially when they are intermittent. By generating a HAR file, you can provide valuable data for troubleshooting the issue and pinpoint any underlying network or browser-related issues.

NEW QUESTION # 57

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