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

| Topic   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic 1 | <ul style="list-style-type: none"><li>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</li><li>Gmail labels. It evaluates strategies for Takeout management and regulatory alignment.</li></ul>                                                                  |
| Topic 2 | <ul style="list-style-type: none"><li>Troubleshooting Common Issues: Targeting Technical Support Engineers and Systems Administrators, this domain tests diagnostic skills for mail delivery failures (SPF</li><li>DMARC analysis), Calendar</li><li>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.</li></ul>                                                      |
| Topic 3 | <ul style="list-style-type: none"><li>Managing User Accounts, Domains, and Directory: This section measures the skills of Identity Administrators and Directory Managers, covering user lifecycle processes like automated provisioning</li><li>de-provisioning, SAML SSO configuration, and GCDS integration. It includes designing OU hierarchies aligned with organizational structures, managing dynamic</li><li>security groups, domain verification (MX records), and resource booking permissions for rooms</li><li>equipment.</li></ul> |
| Topic 4 | <ul style="list-style-type: none"><li>Managing Endpoints: This section measures the proficiency of Endpoint Security Engineers and Mobility Managers in applying mobile device policies (BYOD</li><li>company-owned), Chrome browser enrollment</li><li>extension management, and troubleshooting synchronization issues across Workspace services.</li></ul>                                                                                                                                                                                   |

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### Google Associate Google Workspace Administrator Sample Questions (Q91-Q96):

#### NEW QUESTION # 91

You are employed at a multinational organization with offices around the world. You want to ensure that employees in each region receive region-specific emails in a timely manner with minimal administrative burden. When new employees are hired in each region, you want to automate the email distribution process so that staff changes are reflected quickly. What should you do?

- **A. Create a dynamic group for each region by setting the location as a condition.**
- B. Create a security group for each region, and apply the location label to allow employees to join based on their region.
- C. Create a Google Group for each region and add the respective employees to the appropriate group.
- D. Create a Google Group for each region and set permissions that allow employees to discover and join the groups.

**Answer: A**

Explanation:

To automate email distribution to employees based on their region with minimal administrative overhead and ensure that staff changes are reflected quickly, the most efficient solution is to use dynamic groups in Google Workspace. You can create a dynamic group for each region and set membership rules based on a user attribute, such as their location. When a new employee is added and their location is correctly set in their user profile, they will automatically be added to the corresponding dynamic group.

Here's why option B is the best choice and why the others are less suitable for automation:

B . Create a dynamic group for each region by setting the location as a condition.

Dynamic groups automatically manage their membership based on criteria you define using user attributes in the Google Workspace directory (e.g., department, location). By creating a dynamic group for each region and setting the condition to match the employees' location as specified in their user profiles, new hires will be automatically added to the correct regional email distribution list when their account is created with the appropriate location. Similarly, if an employee's location changes in their profile, their group membership will be updated automatically. This minimizes manual administrative work and ensures timely updates to the email lists. Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "About dynamic groups" (or similar titles) explains the benefits and functionality of dynamic groups. It highlights their ability to automatically manage membership based on user attributes, reducing the need for manual additions and removals. The documentation also details how to create dynamic groups and set up membership rules based on various user profile fields, including location.

A . Create a Google Group for each region and add the respective employees to the appropriate group.

While standard Google Groups can be used for email distribution, they require manual addition and removal of members. This approach does not automate the process when new employees are hired or when employees move between regions, leading to administrative overhead and potential delays in updating the email lists.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Create a group" explains how to create and manage standard Google Groups. It emphasizes manual member management unless used in conjunction with other tools or processes.

C . Create a Google Group for each region and set permissions that allow employees to discover and join the groups.

Allowing employees to discover and join groups can reduce some administrative burden, but it relies on employees to actively find and join the correct regional group. This is not as reliable or immediate as automatic membership based on a defined attribute.

Additionally, it might lead to employees joining incorrect groups.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Choose who can join your group" outlines the different join settings for Google Groups. While self-joining can be useful for certain types of groups, it doesn't guarantee that all relevant employees will join the correct regional distribution lists automatically upon hiring.

D . Create a security group for each region, and apply the location label to allow employees to join based on their region.

Security groups in Google Workspace are primarily used for managing access to resources and services, not typically for email distribution lists in the same way as Google Groups. While you can add security groups to email lists, the mechanism for employees to join based on a "location label" isn't a standard automated feature of security groups. Dynamic groups are specifically designed for

automatic membership based on user attributes.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "About security groups" explains their purpose in managing access and permissions. While they can contain users based on attributes, the automatic, attribute-based membership management for email distribution is the core functionality of dynamic groups.

Therefore, the most effective and automated solution to ensure region-specific email distribution with minimal administrative burden is to create a dynamic group for each region by setting the location as a condition. This ensures that new employees are automatically added to the correct regional email list based on their user profile information.

#### NEW QUESTION # 92

Your compliance team has observed that employees at your organization are frequently resetting their passwords and is concerned about account hijacking. You need to create a solution to notify the compliance team whenever a user updates or resets their password. What should you do?

- **A. Create an activity rule that is triggered by the User's password changed event. Add compliance team members as email recipients.**
- B. Move all compliance team members into a separate organizational unit (OU). Create and enforce a new password policy for the members of this OU.
- C. Create and enforce a new password policy for all users in your organization.
- D. Create a new alert by using user log events. Check that the challenge type is "Password", and add the compliance team as email recipients.

**Answer: A**

Explanation:

Creating an activity rule that triggers on the "User's password changed" event allows you to automatically notify the compliance team whenever a user updates or resets their password. This approach is efficient because it directly ties the event to the rule and sends alerts without requiring manual monitoring or additional steps. By adding the compliance team as email recipients, you ensure they are promptly notified of any changes.

#### NEW QUESTION # 93

During a recent Google Meet video conference, several employees reported that they could not hear the presenters. The presenters confirmed that their laptops' microphones were working. The affected employees were all using company-issued laptops. You need to quickly diagnose the source of the issue. What should you do first?

- **A. Verify that the audio drivers on the affected laptops are up-to-date and functioning correctly.**
- B. Use the Meet quality tool for each affected user to analyze their microphone settings and configurations during the meeting.
- C. Check if Context-Aware access rules were set to prevent Meet access from the user's network location.
- D. Check the Admin console to determine whether there are recent Meet-related notifications or alerts.

**Answer: A**

Explanation:

Since the presenters' microphones are working, the issue likely lies with the affected employees' laptops. The first step in diagnosing the problem is to verify that the audio drivers on the affected laptops are up-to-date and functioning correctly. Outdated or malfunctioning audio drivers can cause issues with hearing sound during video conferences. Once the drivers are confirmed to be functional, further troubleshooting steps can be taken if necessary.

#### NEW QUESTION # 94

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 administrator role with Security Center access. Assign the role to the security team.**
- B. Assign the super admin role to the security team
- C. Assign the User Management Admin role to the security team.

- D. Create an activity rule that triggers email notifications to the security team whenever a high-risk security event occurs.

**Answer: A**

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 # 95

Your organization has hired temporary employees to work on a sensitive internal project. You need to ensure that the sensitive project data in Google Drive is limited to only internal domain sharing. You do not want to be overly restrictive. What should you do?

- A. Restrict the Drive sharing options for the domain to allowlisted domains.
- B. Create a Drive DLP rule, and use the sensitive internal Project name as the detector.
- C. Turn off the Drive sharing setting from the Team dashboard.
- **D. Configure the Drive sharing options for the domain to internal only.**

**Answer: D**

Explanation:

By configuring the Drive sharing options for your domain to "internal only," you ensure that sensitive project data is restricted to your organization's internal users. This prevents any external sharing while allowing your team members to collaborate freely within the organization. It strikes the right balance between maintaining security and avoiding unnecessary restrictions on collaboration.

#### NEW QUESTION # 96

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