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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 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	• 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.

Google Associate Google Workspace Administrator Sample Questions (Q93-Q98):

NEW QUESTION # 93

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

Answer: D

Explanation:

The audit log in the Google Admin console provides detailed information about device and application activity, which is crucial for investigating a potential data breach. You can see which devices have accessed corporate data, as well as which applications were used, giving you a comprehensive view of any unauthorized or suspicious activities. This is the most appropriate and efficient tool for this investigation.

NEW QUESTION # 94

You work for a global organization that has offices in the United States and the European Union (EU). There is an organizational unit (OU) for employees in the United States and a separate OU for employees in the EU. Your company regulations need you to ensure that your users data is located in the same region as their physical office. What should you do?

- A. Turn on advanced settings and select Enable features that may process data across multiple regions.
- B. Set the OU data location to No preference.
- C. Turn on advanced settings and select Disable features that may process data across multiple regions.
- **D. Set a data region policy for each region's OU.**

Answer: D

Explanation:

Google Workspace allows organizations to control the geographic location of their data for compliance and regulatory reasons, often referred to as "data regions" or "data locality." To ensure user data is located in the same region as their physical office, especially for compliance with regulations like those in the EU, you need to set a data region policy for the respective organizational units.

Here's why the other options are incorrect:

A . Set the OU data location to No preference. "No preference" means Google can store the data wherever it deems appropriate, which goes against the requirement of ensuring data is located in a specific region (e.g., EU for EU users, US for US users).

B . Turn on advanced settings and select Enable features that may process data across multiple regions. This option would allow data to be processed across multiple regions, which directly contradicts the company regulation that requires data to be located in the same region as their physical office.

C . Turn on advanced settings and select Disable features that may process data across multiple regions. While this might seem related to controlling data flow, the primary mechanism for specifying data residency for OUs is through data region policies, not simply disabling cross-region processing features. Disabling such features might limit functionality without directly setting the data storage region.

Reference from Google Workspace Administrator:

Choose a data region for your data: Google Workspace provides options for administrators to choose a data region for covered Google Workspace services, which applies to primary customer data at rest. This can be set at the organizational unit (OU) level.

Reference:

Data regions FAQ: This resource provides more details on what data is covered, how data regions work, and the implications of setting them. It emphasizes that you can set the data region at the OU level.

NEW QUESTION # 95

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

Answer: C

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 # 96

An end user has thousands of files stored in Google Drive. Their files are well organized with Drive labels. You need to advise the end user on how to quickly identify all files that are contracts. What should you do?

- A. Advise the user to use the Investigation tool to search for files with the keyword 'contracts' and updated by you.
- **B. Advise the user to search for files that are labeled as 'contracts'.**
- C. Advise the user to search in Drive for files with the keyword 'contracts', and use the 'modified by me' filter.
- D. Advise the user to use the Google Drive API to search for files with the keyword 'contracts'

Answer: B

Explanation:

Since the files are already organized with labels in Google Drive, the most efficient way for the user to quickly identify all files that are contracts is to search for files with the "contracts" label. This will filter and display only the files labeled as contracts, making it the quickest and most straightforward method for locating the required files.

NEW QUESTION # 97

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

Answer: A

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 # 98

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