

Google

GOOGLE-WORKSPACE-ADMINISTRATOR Exam

**Google Cloud Certified - Professional Google Workspace
Administrator**

**Questions & Answers
Demo**

Version: 6.0

Question: 1

Madeupcorp.com is in the process of migrating from a third-party email system to Google Workspace. The VP of Marketing is concerned that her team already administers the corporate AdSense, AdWords, and YouTube channels using their @madeupcorp.com email addresses, but has not tracked which users have access to which service. You need to ensure that there is no disruption.

What should you do?

- A. Run the Transfer Tool for Unmanaged users.
- B. Use a Google Form to survey the Marketing department users.
- C. Assure the VP that there is no action required to configure Google Workspace.
- D. Contact Google Enterprise Support to identify affected users.

Answer: A

Explanation:

<https://support.google.com/a/answer/7062710>

Reference: <https://support.google.com/a/answer/6178640?hl=en>

Question: 2

Your company has an OU that contains your sales team and an OU that contains your market research team. The sales team is often a target of mass email from legitimate senders, which is distracting to their job duties. The market research team also receives that email content, but they want it because it often contains interesting market analysis or competitive intelligence. Constant Contact is often used as the source of these messages. Your company also uses Constant Contact for your own mass email marketing. You need to set email controls at the Sales OU without affecting your own outgoing email or the market research OU.

What should you do?

- A. Create a blocked senders list as the Sales OU that contains the mass email sender addresses, but bypass this setting for Constant Contact emails.
- B. Create a blocked senders list at the root level, and then an approved senders list at the Market Research OU, both containing the mass email sender addresses.
- C. Create a blocked senders list at the Sales OU that contains the mass email sender addresses.
- D. Create an approved senders list at the Market Research OU that contains the mass email sender

addresses.

Answer: C

Explanation:

"The sales team is often a target of mass email from legitimate senders, which is distracting to their job duties" and "Constant Contact is often used as the source of these messages". Nowhere in the question did it specify that emails received via Constant Contact should be allowed for the sales OU. It only mentioned that the company uses Constant Contact for its own outgoing emails- which in this case does not affect the answer at all.

Question: 3

Your organization is part of a highly regulated industry with a very high turnover. In order to recycle licenses for new employees and comply with data retention regulations, it has been determined that certain Google Workspace data should be stored in a separate backup environment.

How should you store data for this situation?

- A. Use routing rules to dual-deliver mail to an on-premises SMTP server and Google Workspace.
- B. Write a script and use Google Workspace APIs to access and download user data.
- C. Use a third-party tool to configure secure backup of Google Workspace data.
- D. Train users to use Google Takeout and store their archives locally.

Answer: C

Explanation:

<https://cloud.google.com/solutions/partners/backing-up-g-suite-data-with-spinbackup>

Question: 4

Your organization is on Google Workspace Enterprise and allows for external sharing of Google Drive files to facilitate collaboration with other Google Workspace customers. Recently you have had several incidents of files and folders being broadly shared with external users and groups. Your chief security officer needs data on the scope of external sharing and ongoing alerting so that external access does not have to be disabled.

What two actions should you take to support the chief security officer's request? (Choose two.)

- A. Review who has viewed files using the Google Drive Activity Dashboard.
- B. Create an alert from Drive Audit reports to notify of external file sharing.
- C. Review total external sharing in the Aggregate Reports section.
- D. Create a custom Dashboard for external sharing in the Security Investigation Tool.
- E. Automatically block external sharing using DLP rules.

Answer: BD

Explanation:

https://support.google.com/a/answer/7584076?hl=en&ref_topic=7563358

Question: 5

Your organization's Sales Department uses a generic user account (sales@company.com) to manage requests. With only one employee responsible for managing the departmental account, you are tasked with providing the department with the most efficient means to allow multiple employees various levels of access and manage requests from a common email address.

What should you do?

- A. Configure a Google Group as an email list.
- B. Delegate email access to department employees.
- C. Configure a Google Group as a collaborative inbox.
- D. Configure a Google Group, and set the Access Level to Announcement Only.

Answer: C

Explanation:

<https://support.google.com/a/answer/167430?hl=en>