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Professional Google Workspace Administrator*

Questions & Answers PDF

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Question: 1

Your organization is concerned with the increasing threat of phishing attacks that may impact users. Leadership has declined to force-enable 2-Step verification. You need to apply a security measure to prevent unauthorized access to user accounts. What should you do?

- A. Enable Enforce Strong Password policy.
- B. Enable Employee ID Login Challenge.
- C. Decrease the Maximum User Session Length.
- D. Revoke token authorizations to external applications.

Answer: B

You can use employee IDs as a login challenge. Employee IDs are more difficult to guess and phish than other types of identity challenges. To use the employee ID login challenge, you need to make sure that IDs are associated with your users' accounts. <https://support.google.com/a/answer/6002699?hl=en>

Question: 2

Your company's Chief Information Security Officer has made a new policy where third-party apps should not have OAuth permissions to Google Drive. You need to reconfigure current settings to adhere to this policy. What should you do?

- A. Access the Security Menu > API Reference > disable all API Access.
- B. Access the Security Menu > API Permissions > choose Drive and Disable All Access.
- C. Access the Security Menu > API Permissions > choose Drive and Disable High Risk Access.
- D. Access Apps > Google Workspace > Drive and Docs > Sharing Settings and disable sharing outside of your domain

Answer: C

Reference: <https://support.google.com/a/answer/60781?hl=en>

Question: 3

How can you monitor increases in user reported Spam as identified by Google?

- A. Review post-delivery activity in the Email logs.
- B. Review user-reported spam in the Investigation Tool.

- C. Review spike in user-reported spam in the Alert center.
- D. Review post-delivery activity in the BigQuery Export.

Answer: C

<https://support.google.com/a/answer/9104586?hl=en>

Question: 4

With the help of a partner, you deployed Google Workspace last year and have seen the rapid pace of innovation and development within the platform. Your CIO has requested that you develop a method of staying up-to-date on all things Google Workspace so that you can be prepared to take advantage of new features and ensure that your organization gets the most out of the platform.

What should you do?

- A. Develop a cadence of regular roadmap and business reviews with your partner.
- B. Regularly scan the admin console and keep track of any new features you identify.
- C. Create a Feature Release alert in the Alert Center to be alerted to new functionality.
- D. Put half of your organization on the Rapid Release Schedule to highlight differences.

Answer: A

<https://support.google.com/a/answer/6131189?hl=en>

Question: 5

The CFO just informed you that one of their team members wire-transferred money to the wrong account because they received an email that appeared to be from the CFO. The CFO has provided a list of all users that may be responsible for sending wire transfers. The CFO also provided a list of banks the company sends wire transfers to. There are no external users that should be requesting wire transfers. The CFO is working with the bank to resolve the issue and needs your help to ensure that this does not happen again.

What two actions should you take? (Choose two.)

- A. Configure objectionable content to reject messages with the words "wire transfer."
- B. Verify that DMARC, DKIM, and SPF records are configured correctly for your domain.
- C. Create a rule requiring secure transport for all messages regarding wire transfers.
- D. Add the sender of the wire transfer email to the blocked senders list.
- E. Enable all admin settings in Gmail's safety > spoofing and authentication.

Answer: BD

Question: 6

Your-company.com finance departments want to create an internal application that needs to read data from spreadsheets. As the collaboration engineer, you suggest using App Maker. The Finance team is concerned about data security when creating applications with App Maker. What security measures should you implement to secure data?

- A. Use Roles, Script, and Owner access permissions for operations on records and data relations.
- B. Enable App Maker access only for the Finance department Organization Unit.
- C. Use a service account with limited permissions to access each data source.
- D. Change owner access permissions to allow internal usage only.

Answer: A

<https://developers.google.com/appmaker/security/overview>

Question: 7

Your company is in the process of deploying Google Drive Enterprise for your sales organization. You have discovered that there are many unmanaged accounts across your domain. Your security team wants to manage these accounts moving forward. What should you do?

- A. Disable access to all "Other Services" in the Google Workspace Admin Console.
- B. Use the Transfer Tool for unmanaged accounts to invite users into the domain.
- C. Use the Data Migration Service to transfer the data to a managed account.
- D. Open a support ticket to have Google transfer unmanaged accounts into your domain.

Answer: B

Question: 8

Your chief compliance officer is concerned about API access to organization data across different cloud vendors. He has tasked you with compiling a list of applications that have API access to Google Workspace data, the data they have access to, and the number of users who are using the applications. How should you compile the data being requested?

- A. Review the authorized applications for each user via the Google Workspace Admin panel.
- B. Create a survey via Google forms, and collect the application data from users.
- C. Review the token audit log, and compile a list of all the applications and their scopes.
- D. Review the API permissions installed apps list, and export the list.

Answer: C

<https://support.google.com/a/answer/7281227?hl=en>
<https://support.google.com/a/answer/6124308?hl=en>

Question: 9

Your organization syncs directory data from Active Directory to Google Workspace via Google Cloud Directory Sync. Users and Groups are updated from Active Directory on an hourly basis. A user's last name and primary email address have to be changed. You need to update the user's data.

What two actions should you take? (Choose two.)

- A. Add the user's old email address to their account in the Google Workspace Admin panel.
- B. Change the user's primary email address in the Google Workspace Admin panel.
- C. Change the user's last name in the Google Workspace Admin panel.
- D. Change the user's primary email in Active Directory.
- E. Change the user's last name in Active Directory.

Answer: DE

<https://support.google.com/a/answer/106368?hl=en>

Question: 10

Your CISO is concerned about third party applications becoming compromised and exposing Google Workspace data you have made available to them. How could you provide granular insight into what data third party applications are accessing?

What should you do?

- A. Create a report using the OAuth Token Audit Activity logs.
- B. Create a report using the Calendar Audit Activity logs.
- C. Create a report using the Drive Audit Activity logs.
- D. Create a reporting using the API Permissions logs for Installed Apps.

Answer: A

<https://support.google.com/a/answer/6124308?hl=en>

Question: 11

The Director of your Finance department has asked to be alerted if two financial auditors share any files outside the domain. You need to set an Admin Alert on Drive Sharing.

What should you do?

- A. Create a Google Group that has the two auditors as members, and then create a Drive DLP Rule that is assigned to that Group.
- B. Create a Content Compliance rule that looks for outbound share notifications from those two users, and Bcc the Director on those emails.

- C. Create two Drive Audit Alerts, one for each user, where the Visibility is “Shared Externally,” and email them to the Director.
- D. Check the Admin Console Dashboard Insights page periodically for external shares, and notify the Director of any changes.

Answer: C

<https://support.google.com/a/answer/4579696?hl=en>
<https://support.google.com/a/answer/9725685>

Question: 12

Your company has been engaged in a lawsuit, and the legal department has been asked to discover and hold all email for two specific users. Additionally, they have been asked to discover and hold any email referencing “Secret Project 123.”

What steps should you take to satisfy this request?

- A. Create a Matter and a Hold. Set the Hold to Gmail, set it to the top level Organization, and set the search terms to “secret project 123.” Create a second Hold. Set the second Hold to Gmail, set it to Accounts, and enter: user1 @your-company.com, user2@your-company.com. Save.
- B. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and set the usernames to: user1@your-company.com, user2@your-company. Set the search terms to: (secret project 123). Save.
- C. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and enter: user1@your-company.com AND user2@your-company.com. Set the search terms to: secret AND project AND 123. Save.
- D. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and set the usernames to: user1@your-company.com, user2@your-company. Set the search terms to secret OR project OR 123. Save.

Answer: A

The correct way to search for the exact term is in quotes (“project 123” and not (project 123)). Ref: <https://support.google.com/vault/answer/2474474?hl=en>. Also, after doing this you must create the retention rule using commas to separate user from user.

Question: 13

Your Security Officer ran the Security Health Check and found the alert that “Installation of mobile applications from unknown sources” was occurring. They have asked you to find a way to prevent that from happening.

Using Mobile Device Management (MDM), you need to configure a policy that will not allow mobile applications to be installed from unknown sources.

What MDM configuration is needed to meet this requirement?

- A. In the Application Management menu, configure the whitelist of apps that Android and iOS devices are allowed to install.

- B. In the Application Management menu, configure the whitelist of apps that Android, iOS devices, and Active Sync devices are allowed to install.
- C. In Android Settings, ensure that "Allow non-Play Store apps from unknown sources installation" is unchecked.
- D. In Device Management > Setup > Device Approvals menu, configure the "Requires Admin approval" option.

Answer: C

Reference: <https://support.google.com/a/answer/7491893?hl=en>

Question: 14

After a recent transition to Google Workspace, helpdesk has received a high volume of password reset requests and cannot respond in a timely manner. Your manager has asked you to determine how to resolve these requests without relying on additional staff. What should you do?

- A. Create a custom Apps Script to reset passwords.
- B. Use a third-party tool for password recovery.
- C. Enable non-admin password recovery.
- D. Create a Google form to submit reset requests.

Answer: C

Reference: <https://support.google.com/a/answer/33382?hl=en>

Question: 15

Your organization deployed Google Workspace Enterprise within the last year, with the support of a partner. The deployment was conducted in three stages: Core IT, Google Guides, and full organization. You have been tasked with developing a targeted ongoing adoption plan for your Google Workspace organization. What should you do?

- A. Use Google Guides to deliver ad-hoc training to all of their co-workers and reports.
- B. Use Work Insights to gather adoption metrics and target your training exercises.
- C. Use Reports APIs to gather adoption metrics and Gmail APIs to deliver training content directly.
- D. Use a script to monitor Email attachment types and target users that aren't using Drive sharing.

Answer: A

[https://static.googleusercontent.com/media/www.google.com/en//support/enterprise/static/gapps/docs/admin/en/gapps_transition/gapps_transition_guide.pdf] identifies Google Guides as early adopters and champions that can help co-workers get up to speed quickly



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