



GOOGLE-WORKSPACE- ADMINISTRATOR^{Q&As}

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QUESTION 1

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.

Correct 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 coworkers get up to speed quickly

QUESTION 2

Your company wants to provide secure access for its employees. The Chief Information Security Officer disabled peripheral access to devices, but wants to enable 2-Step verification. You need to provide secure access to the applications using Google Workspace.

What should you do?

- A. Enable additional security verification via email.
- B. Enable authentication via the Google Authenticator.
- C. Deploy browser or device certificates via Google Workspace.
- D. Configure USB Yubikeys for all users.

Correct Answer: B

Explanation: Enable authentication via the Google Authenticator is the only secure option since USB device aren't usable. Google Authenticator is the most secure option after physical key.

QUESTION 3

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.

Correct Answer: C

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

QUESTION 4

The CEO of your company heard about new security and collaboration features and wants to know how to stay up to date. You are responsible for testing and staying up to date with new features, and have been asked to prepare a presentation for management.

What should you do?

- A. Download the Google Workspace roadmap, and work together with a deployment specialist for new features.
- B. Create a support ticket for the Google Workspace roadmap, and ask to enable the latest release of Google Workspace.
- C. Subscribe to the Google Workspace release calendar, and Join the Google Cloud Connect Community.
- D. Change Google Workspace release track to: Rapid Release for faster access to new features.

Correct Answer: C

QUESTION 5

Your organization's information security team has asked you to determine and remediate if a user (user1@example.com) has shared any sensitive documents outside of your organization. How would you audit access to documents that the user shared inappropriately?

- A. Open Security Investigation Tool-> Drive Log Events. Add two conditions: Visibility Is External, and Actor Is user1@example.com.
- B. Have the super administrator use the Security API to audit Drive access.
- C. As a super administrator, change the access on externally shared Drive files manually under user1@example.com.
- D. Open Security Dashboard-> File Exposure Report-> Export to Sheet, and filter for user1@example.com.

Correct Answer: A

https://support.google.com/a/answer/11480192?hl=en&ref_topic=11479095#:~:text=View%20files%20shared,Click%20Search.



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