



GOOGLE-WORKSPACE- ADMINISTRATOR^{Q&As}

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QUESTION 1

Your Finance team has to share quarterly financial reports in Sheets with an external auditor. The external company is not a Workspace customer and allows employees to access public sites such as Gmail and Facebook. How can you provide the ability to securely share content to collaborators that do not have a Google Workspace or consumer (Gmail) account?

- A. Allow external sharing with the auditor using the `Trusted Domains` feature.
- B. Enable the `Visitor Sharing` feature, and demonstrate it to the Finance team.
- C. Use the `Publish` feature in the Sheets editor to share the contents externally.
- D. Attach the Sheet file to an email message, and send to the external auditor.

Correct Answer: B

<https://support.google.com/drive/answer/9195194?hl=en#:~:text=Share%20with%20visitors,with%20one%20visitor.>

QUESTION 2

In your organization, users have been provisioned with either Google Workspace Enterprise, Google Workspace Business, or no license, depending on their job duties, and the cost of user licenses is paid out of each division's budget. In

order to effectively manage the license disposition, team leaders require the ability to look up the type of license that is currently assigned, along with the last logon date, for their direct reports.

You have been tasked with recommending a solution to the Director of IT, and have gathered the following requirements:

Team leaders must be able to retrieve this data on their own (i.e., self-service).

Team leaders are not permitted to have any level of administrative access to the Google Workspace Admin panel.

Team leaders must only be able to look up data for their direct reports. The data must always be current to within 1 week.

Costs must be mitigated.

What approach should you recommend?

- A. Export log data to BigQuery with custom scopes.
- B. Use a third-party tool.
- C. Use App Script and filter views within a Google Sheet.
- D. Create an app using AppMaker and App Script.

Correct Answer: D

Explanation: <https://support.google.com/a/answer/9682494?hl=en>



QUESTION 3

What action should be taken to configure alerting related to phishing attacks?

- A. Set up a Token audit log event alert.
- B. Set up an Admin audit log event alert.
- C. Set up an email settings changed alert.
- D. Set up a suspicious login event alert.

Correct Answer: D

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

QUESTION 4

You are supporting an investigation that is being conducted by your litigation team. The current default retention policy for mail is 180 days, and there are no custom mail retention policies in place. The litigation team has identified a user who is central to the investigation, and they want to investigate the mail data related to this user without the user's awareness.

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

- A. Move the user to their own Organization Unit, and set a custom retention policy
- B. Create a matter using Google Vault, and share the matter with the litigation team members.
- C. Create a hold on the user's mailbox in Google Vault
- D. Reset the user's password, and share the new password with the litigation team.
- E. Copy the user's data to a secondary account.

Correct Answer: BC

Explanation: <https://support.google.com/vault/answer/2473591>

QUESTION 5

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.

Correct Answer: A

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

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