

# GOOGLE-WORKSPACE- ADMINISTRATOR<sup>Q&As</sup>

Google Cloud Certified - Professional Google Workspace Administrator

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**QUESTION 1**

As the Workspace Administrator, you have been asked to delete a temporary Google Workspace user account in the marketing department. This user has created Drive documents in My Documents that the marketing manager wants to keep after the user is gone and removed from Workspace. The data should be visible only to the marketing manager. As the Workspace Administrator, what should you do to preserve this user's Drive data?

- A. In the user deletion process, select "Transfer" in the data in other apps section and add the manager's email address.
- B. Use Google Vault to set a retention period on the OU where the users reside.
- C. Before deleting the user, add the user to the marketing shared drive as a contributor and move the documents into the new location.
- D. Ask the user to create a folder under MyDrive, move the documents to be shared, and then share that folder with the marketing team manager.

Correct Answer: A

Explanation: <https://support.google.com/a/answer/6223444?hl=en#zippy=%2Ctransfer-user-drive-or-google-data~-:text=You%20can%20transfer,Tap%20Transfer>.

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**QUESTION 2**

Your company is using Google Workspace Business Standard. The company has five meeting rooms that are all registered as resources in Google Workspace and used on a daily basis by the employees when organizing meetings. The office layout was changed last weekend, and one of the meeting rooms is now a dedicated room for management. The CEO is complaining that anyone can book the room and requested this room to be used only by the management team and their executive assistants (EAs). No one else must be allowed to book it via Google Calendar. What should you do?

- A. As a super administrator, modify the room calendar sharing settings, and limit it to the management and EAs group.
- B. Delete the room from Google Workspace resources, and suggest using a spreadsheet shared with the management and EAs only for the room schedule.
- C. As a super administrator, create a group calendar named "Management Room," and share it only with the management and the EAs.
- D. Move the room resource to the management and EAs group so that only they can use it.

Correct Answer: A

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**QUESTION 3**

Your company has sales offices in Madrid, Tokyo, London, and New York. The outbound email for those offices needs to include the sales person's signature and a compliance footer. The compliance footer needs to say "Should you no longer wish to receive emails about this offer, please reply with UNSUBSCRIBE." You are responsible for making sure that users cannot remove the footer.

What should you do?

- A. Send an email to each sales person with the instructions on how to add the footer to their Signature.
- B. Ensure that each sales team is in their own OU, and configure the Append Footer with the signature and footer content translated for each locale.
- C. Ensure that each sales team is in their own OU, and configure the Append Footer with footer content.
- D. Ensure that each sales team is in their own OU, and configure the Append Footer with the footer content translated for each locale.

Correct Answer: C

Google Workspace has no way to translate for each region for the footer.

<https://support.google.com/a/answer/2364576?hl=en>

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## QUESTION 4

Your company has just received a shipment of ten Chromebooks to be deployed across the company, four of which will be used by remote employees. In order to prepare them for use, you need to register them in Google Workspace. What should you do?

- A. Turn on the Chromebook and press Ctrl+Alt+E at the login screen to begin enterprise enrollment.
- B. In Chrome Management | Device Settings, enable Forced Re-enrollment for all devices.
- C. Turn on the chromebook and log in as a Chrome Device admin. Press Ctrl+Alt+E to begin enterprise enrollment.
- D. Instruct the employees to log in to the Chromebook. Upon login, the auto enrollment process will begin.

Correct Answer: A

Reference: <https://support.google.com/chrome/a/answer/4600997?hl=en>

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## QUESTION 5

Your Accounts Payable department is auditing software license contracts companywide and has asked you to provide a report that shows the number of active and suspended users by organization unit, which has been set up to match the Regions and Departments within your company. You need to produce a Google Sheet that shows a count of all active user accounts and suspended user accounts by Org unit.

What should you do?

- A. From the Admin Console Billing Menu, turn off auto-assign, and then click into Assigned Users and export the data to Sheets.
- B. From the Admin Console Users Menu, download a list of all Users to Google Sheets, and join that with a list of ORGIDs pulled from the Reports API.
- C. From the Google Workspace Reports Menu, run and download the Accounts Aggregate report, and export the data to Google Sheets.

D. From the Admin Console Users Menu, download a list of all user info columns and currently selected columns.

Correct Answer: D

Explanation: <https://support.google.com/a/answer/7348070?hl=it> Reference:  
<https://support.google.com/a/answer/7348070?hl=en>

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