

G Professional Collaboration Engineer Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of questions,

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.

7. Use Other Tools

Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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- 1. What actions can be taken to monitor and alert on external file sharing in Google Drive?**
 - 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. Automatically block external sharing using DLP rules.**
- 2. What should you check first when a user experiences access issues with Drive?**
 - A. Confirm special permissions were set at the file level.**
 - B. Ensure the correct licenses are assigned for the user's organizational unit.**
 - C. Verify that the user belongs to the appropriate groups with Drive access.**
 - D. Check for any recent organizational policy changes.**
- 3. How can users access Google Workspace training modules?**
 - A. By subscribing to Google Premium**
 - B. Through the Google Workspace Learning Center**
 - C. By attending live webinars**
 - D. By requesting training sessions from admins**
- 4. What two actions are required to ensure that a Chrome device can only be signed in by a specific employee?**
 - A. Disable Guest Mode and Public Sessions; Enable a Device Policy of Sign In Screen.**
 - B. Enroll a 2-Factor hardware key; Enable a User Policy of Multiple Sign In Access.**
 - C. Disable Guest Mode and Public Sessions; Enable a Device Policy of Restrict Sign In to List of Users.**
 - D. Enable a Device Policy of Sign In Screen; Allow multiple sign-ins based on groups.**

- 5. How can you provide access to Drive for a user with a Basic License who is unable to access Google Docs Editors?**
 - A. Select the user in the Directory and enable Drive and Docs in the User record.**
 - B. Enable Drive for the organizational unit through Apps > G Suite.**
 - C. Determine the Group with Drive enabled and add the user to this group.**
 - D. Set up a new organizational unit specifically for Basic License holders.**
- 6. What must a business partner provide to implement login without separate credentials for a new cloud application?**
 - A. Service provider logout URL.**
 - B. Service provider ACS URL.**
 - C. Identity Provider URL.**
 - D. Service provider certificate.**
- 7. When transitioning to Google Workspace, what should organizations prioritize?**
 - A. Updating all apps and software**
 - B. Training staff and migrating data**
 - C. Upgrading their internet connection**
 - D. Choosing a new hardware provider**
- 8. Which is a benefit of using the comments feature in Google Docs?**
 - A. Automatically updating documents**
 - B. Allowing peer feedback**
 - C. Controlling document access**
 - D. Integrating with other tools**
- 9. What does a compliance audit in Google Workspace entail?**
 - A. A process to enhance user experience**
 - B. A review to ensure policies and regulations are followed**
 - C. A method to increase storage capacity**
 - D. A tool for performance evaluation**

10. How does Google Assistant contribute to productivity in Google Workspace?

- A. By enhancing video conferencing**
- B. By providing voice-activated assistance**
- C. By improving email organization**
- D. By generating reports automatically**

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Answers

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1. B
2. B
3. B
4. C
5. C
6. B
7. B
8. B
9. B
10. B

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Explanations

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1. What actions can be taken to monitor and alert on external file sharing in Google Drive?

- 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. Automatically block external sharing using DLP rules.

Creating an alert from Drive Audit reports to notify of external file sharing is an effective way to stay informed about the sharing of files with users outside your organization. This approach allows administrators to proactively monitor and respond to any instances where sensitive or critical information may be shared externally, which could pose a security risk. Drive Audit reports provide detailed information on actions taken within Google Drive, including sharing events. Setting up alerts means that whenever an external sharing event occurs, necessary parties can be notified immediately. This real-time awareness enables quicker responses to unauthorized sharing practices and helps maintain data security standards within the organization. Other options may provide useful information or functionalities related to external file sharing, but the ability to receive immediate alerts through well-configured Drive Audit reports specifically targets the real-time monitoring and reaction to external file sharing activities. Thus, it addresses the need for active oversight rather than passive tracking or blocking.

2. What should you check first when a user experiences access issues with Drive?

- A. Confirm special permissions were set at the file level.
- B. Ensure the correct licenses are assigned for the user's organizational unit.**
- C. Verify that the user belongs to the appropriate groups with Drive access.
- D. Check for any recent organizational policy changes.

When troubleshooting access issues with Google Drive, the first step should involve ensuring that the user has the correct licenses assigned for their organizational unit. This is critical as licenses dictate the level of access and features that a user can utilize within Google Workspace. If a user lacks the appropriate license, they may find themselves unable to access Drive or its functionalities, regardless of settings or permissions configured elsewhere. Licenses determine whether users have access to applications like Google Drive, and different organizational units may have varying licensing configurations. Therefore, confirming that the user has been provisioned with the necessary licenses specific to their organizational unit is essential before delving into file-level permissions or group memberships. Once license verification is completed, other factors such as permissions, group memberships, and policy changes can be evaluated. However, ensuring the proper licensing is fundamental as it lays the groundwork for all users' access within the organization.

3. How can users access Google Workspace training modules?

- A. By subscribing to Google Premium
- B. Through the Google Workspace Learning Center**
- C. By attending live webinars
- D. By requesting training sessions from admins

Users can access Google Workspace training modules through the Google Workspace Learning Center. This resource is specifically designed to provide comprehensive training materials and modules that help users understand and effectively utilize the various tools and features within Google Workspace. The Learning Center hosts a variety of tutorials, articles, and resources that are easily accessible to all users, ensuring they can learn at their own pace and revisit materials as needed. While subscribing to Google Premium, attending live webinars, and requesting training sessions from admins can be beneficial for learning and accessing resources, these methods do not provide a centralized or always-available repository of training materials like the Google Workspace Learning Center does. This makes the Learning Center the most straightforward and direct option for users seeking training on Google Workspace.

4. What two actions are required to ensure that a Chrome device can only be signed in by a specific employee?

- A. Disable Guest Mode and Public Sessions; Enable a Device Policy of Sign In Screen.
- B. Enroll a 2-Factor hardware key; Enable a User Policy of Multiple Sign In Access.
- C. Disable Guest Mode and Public Sessions; Enable a Device Policy of Restrict Sign In to List of Users.**
- D. Enable a Device Policy of Sign In Screen; Allow multiple sign-ins based on groups.

To ensure that a Chrome device can only be signed in by a specific employee, disabling Guest Mode and Public Sessions is crucial. Guest Mode allows anyone to access the device without specific credentials, which would undermine the effort to limit sign-in to just one designated person. Public Sessions similarly could allow unauthorized users to access the device. The second action, enabling a Device Policy of Restrict Sign In to List of Users, specifically allows administrators to define and limit the accounts that can sign in on that device. By creating a whitelist of users, the organization can ensure that only the specific employee, along with any other authorized individuals, can log into the Chrome device. By combining these two actions, the security around the device is significantly tightened, ensuring that it is only accessible to designated users and preventing unauthorized access.

5. How can you provide access to Drive for a user with a Basic License who is unable to access Google Docs Editors?

- A. Select the user in the Directory and enable Drive and Docs in the User record.
- B. Enable Drive for the organizational unit through Apps > G Suite.
- C. Determine the Group with Drive enabled and add the user to this group.**
- D. Set up a new organizational unit specifically for Basic License holders.

Providing access to Drive for a user with a Basic License who is unable to access Google Docs Editors can be effectively achieved by determining the appropriate group with Drive enabled and adding the user to this group. In Google Workspace, access permissions and functionalities can often be managed at the group level, which allows for a more streamlined approach to administering access rights. When a group has Drive enabled, any user added to that group inherits its permissions, making it simple to give them the necessary access without altering individual settings for each user. This solution is efficient and aligns with Google's design for collaborative environments, where groups are commonly used to manage permissions and access collectively rather than on a case-by-case basis. In contrast, enabling Drive and Docs directly in the user's record would not necessarily overcome the limitations of their Basic License. Similarly, enabling Drive for the entire organizational unit could be too broad a change, affecting more users than intended. Lastly, creating a new organizational unit for Basic License holders may introduce unnecessary complexity into the user management structure and does not directly provide the access needed by the individual user.

6. What must a business partner provide to implement login without separate credentials for a new cloud application?

- A. Service provider logout URL.
- B. Service provider ACS URL.**
- C. Identity Provider URL.
- D. Service provider certificate.

In the context of implementing login without separate credentials for a new cloud application, the key requirement revolves around the SAML (Security Assertion Markup Language) authentication process. For an application to enable single sign-on (SSO) functionality, it needs to communicate effectively with identity providers. The Service Provider (SP) Assertion Consumer Service (ACS) URL is critical because it is the endpoint on the application where the identity provider will send the SAML assertion after the user has authenticated. This assertion contains information that confirms the user's identity and their permissions. When the identity provider completes the authentication process, it redirects the user to the ACS URL with relevant information in the SAML response. Having the correct ACS URL is essential for seamless integration, as it dictates where to route the authentication data and ultimately grant access to the user without requiring them to enter separate credentials for the cloud application. This simplifies the user experience and enhances security protocols by leveraging existing identity providers. Understanding this workflow helps clarify the importance of the ACS URL in SSO scenarios and why it is a necessary element for implementing login without separate credentials.

7. When transitioning to Google Workspace, what should organizations prioritize?

- A. Updating all apps and software
- B. Training staff and migrating data**
- C. Upgrading their internet connection
- D. Choosing a new hardware provider

Prioritizing training staff and migrating data is crucial when transitioning to Google Workspace because successful adoption of a new platform relies heavily on user proficiency and data accessibility. Organizations need to ensure that their employees understand how to use Google Workspace tools effectively to maximize productivity and collaboration. Training helps users become familiar with the different applications available, such as Google Docs, Sheets, Drive, and Meet, enabling them to leverage the tools fully. Additionally, migrating data from current systems to Google Workspace is essential to ensure continuity and accessibility of important information. This involves transferring files, emails, calendars, and other data to the new environment, allowing teams to seamlessly continue their work without losing valuable resources. While updating apps and software, upgrading internet connections, and selecting a new hardware provider may also be important in some contexts, they are secondary to ensuring that staff are equipped to use the new system and that critical data is accurately migrated. This foundational step is vital for the overall success of the transition to Google Workspace.

8. Which is a benefit of using the comments feature in Google Docs?

- A. Automatically updating documents
- B. Allowing peer feedback**
- C. Controlling document access
- D. Integrating with other tools

The comments feature in Google Docs is designed primarily to facilitate collaboration and communication among users working on a document. One of the key benefits of this feature is allowing peer feedback, which helps improve the quality of the content through diverse perspectives. By adding comments, users can highlight specific sections of the document, pose questions, suggest edits, or provide constructive criticism. This process encourages active engagement among collaborators, making it easier to discuss ideas and improve the document collectively. The ability to respond to comments also fosters dialogue and can lead to more in-depth discussions on topics within the document. Overall, this functionality significantly enhances teamwork and ensures that contributions from various stakeholders are integrated effectively into the final product. While other options like integrating with tools or controlling document access are features associated with Google Docs, they do not specifically relate to the primary function of the comments feature, which is fundamentally aimed at enhancing collaboration through feedback.

9. What does a compliance audit in Google Workspace entail?

- A. A process to enhance user experience
- B. A review to ensure policies and regulations are followed**
- C. A method to increase storage capacity
- D. A tool for performance evaluation

A compliance audit in Google Workspace refers to a review process aimed at verifying that the organization adheres to specified policies, regulations, and legal requirements. This involves examining various aspects of the organization's use of Google Workspace, including user access controls, data handling practices, and adherence to frameworks related to data privacy such as GDPR or HIPAA. The audit assesses whether the organization's practices align with established standards and regulations, promoting accountability and ensuring that any potential risks are identified and mitigated. This process is crucial for organizations that must comply with regulatory demands, as it helps them maintain compliance and avoid potential penalties. The other options do not accurately define a compliance audit. Enhancing user experience or increasing storage capacity does not relate to auditing compliance with policies and regulations, while performance evaluation focuses on assessing operational effectiveness rather than compliance adherence.

10. How does Google Assistant contribute to productivity in Google Workspace?

- A. By enhancing video conferencing
- B. By providing voice-activated assistance**
- C. By improving email organization
- D. By generating reports automatically

Google Assistant significantly enhances productivity in Google Workspace by providing voice-activated assistance. This feature allows users to perform various tasks hands-free, which can streamline workflows and save time. For instance, users can schedule meetings, set reminders, send messages, and search for information using voice commands, enabling them to multitask efficiently without needing to navigate the interface manually. With the integration of Google Assistant, team collaboration becomes more seamless. Users can easily access information from their Google Workspace applications, such as Google Calendar, Google Drive, and Google Docs, just by speaking. This capability is especially beneficial for users who are engaged in meetings or hands-on tasks, as it minimizes distractions and allows for a smoother flow of communication and organization. Other options, while they may contribute to productivity in their own right, do not encapsulate the unique functionality of voice-activated assistance that Google Assistant provides. For example, enhancing video conferencing focuses specifically on the communication aspect but does not address productivity in a broader sense. Improvements in email organization may assist individual users but lack the comprehensive hands-free functionality offered by voice commands. Similarly, while generating reports automatically can save time, it does not represent the interactive, real-time assistance that voice activation affords users within the suite of Google Workspace tools.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://g-professionalcollaborationengineer.examzify.com>

We wish you the very best on your exam journey. You've got this!

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