

G PROFESSIONAL COLLABORATION ENGINEER PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED 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. 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.

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. 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!

Questions

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- 1. What feature in Google Docs allows users to track and restore previous edits?**
 - A. Comments
 - B. Version history
 - C. Suggestions
 - D. Document outline

- 2. What is the purpose of Google Groups within a Google Workspace domain?**
 - A. To aggregate files into teams
 - B. To facilitate email communication and collaboration
 - C. To restrict user permissions
 - D. To manage financial transactions

- 3. Which Google Workspace tool is primarily used for data collection?**
 - A. Google Meet
 - B. Google Forms
 - C. Google Drive
 - D. Google Docs

- 4. What solution allows team leaders to look up user license information without administrative access?**
 - A. Export log data to a CSV file.
 - B. Use App Script and filter views within a Google Sheet.
 - C. Request reports from the IT department regularly.
 - D. Analysis by third-party auditing tools.

- 5. How can a company distribute Chrome device updates to avoid traffic spikes on low bandwidth networks?**
 - A. Randomly scatter auto-updates.
 - B. Update over cellular.
 - C. Disable Auto update.
 - D. Throttle the bandwidth.

- 6. What method can users use to protect sensitive data in Google Sheets?**
- A. By making the spreadsheet public
 - B. By restricting access and implementing permissions
 - C. By using complex coloring for cells
 - D. By limiting the use of formulas
- 7. What actions should you take to prevent customers from receiving fake collection notices?**
- A. Change the password for suspected compromised account accounts.receivable@yourcompany.com.
 - B. Configure a Sender Policy Framework (SPF) record for your domain.
 - C. Configure Domain Keys Identified Mail (DKIM) to authenticate email.
 - D. Disable mail delegation for the accounts.receivable@yourcompany.com account.
- 8. How can administrators manage device policies in Google Workspace?**
- A. By physically monitoring employee devices
 - B. By configuring settings in the Admin console
 - C. By asking users to report their device status
 - D. By disabling all user devices
- 9. When configuring video conferencing equipment for executives, what is an essential setup step?**
- A. Define group settings for shared devices.
 - B. Link video conferencing hardware with specific user profiles.
 - C. Publish a user manual for operations of the equipment.
 - D. Associate the video conferencing tools with room calendars.
- 10. What does version history in Google Docs allow a user to do?**
- A. Change document formats
 - B. Delete previous versions
 - C. Restore earlier edits
 - D. Share documents with new users

Answers

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

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Explanations

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1. What feature in Google Docs allows users to track and restore previous edits?

- A. Comments
- B. Version history**
- C. Suggestions
- D. Document outline

The feature that allows users to track and restore previous edits in Google Docs is version history. Version history provides a comprehensive log of all changes made to a document, including edits, additions, and deletions. This functionality enables users to view different iterations of their document over time, making it easy to see who made specific changes, when those changes occurred, and what the document looked like at any given point. When using version history, users can select any previous version and restore it if they desire, allowing for flexible document management and collaboration. This is vital for maintaining document integrity when multiple collaborators are involved, as it helps to safeguard against unwanted changes and ensures that earlier work can be re-accessed and reused if necessary. While comments, suggestions, and document outlines aid in collaboration, they do not provide the same comprehensive tracking and recovery capabilities that version history offers. Comments and suggestions facilitate discussions and tweaks without altering the underlying document directly, and document outlines help in navigating and organizing the content, but do not track edits. Thus, the version history stands out as the specific feature that allows for the tracking and restoration of edits in Google Docs.

2. What is the purpose of Google Groups within a Google Workspace domain?

- A. To aggregate files into teams
- B. To facilitate email communication and collaboration**
- C. To restrict user permissions
- D. To manage financial transactions

Google Groups serve a key role in enhancing communication and collaboration within a Google Workspace domain. The primary purpose is to create a platform where users can efficiently share information, coordinate efforts, and participate in discussions through email. By using Google Groups, organizations can easily manage mailing lists, where messages can be sent to an entire group rather than individual addresses, simplifying communication between team members or departments. Additionally, Google Groups can also serve as a collaborative space where members can share documents, discussions, and other resources. This fosters collaboration by enabling members to collectively engage in projects or topics of interest. Therefore, the core function aligns with facilitating email communication and collaboration, making it an essential tool for teams working together in various capacities within the Google Workspace environment.

3. Which Google Workspace tool is primarily used for data collection?

- A. Google Meet
- B. Google Forms**
- C. Google Drive
- D. Google Docs

Google Forms is the primary tool used for data collection in Google Workspace. It allows users to create surveys, quizzes, and forms where respondents can input their data directly. With features such as multiple-choice questions, dropdowns, checkboxes, and text fields, Google Forms provides a versatile platform for gathering information efficiently. Forms can be customized with themes and can include various question types to suit different data collection needs. Once data is collected, it can be easily analyzed using Google Sheets, where responses can be visualized and interpreted effectively. The ease of sharing forms via links and embedding them in websites further enhances its functionality as a tool for data collection. The other options, while useful in their own right, serve different purposes: Google Meet is primarily for virtual meetings, Google Drive is focused on file storage and sharing, and Google Docs is designed for document creation and collaboration. Each of these tools plays a distinct role within the Google Workspace ecosystem, but none match the specific functionality of Google Forms when it comes to data collection.

4. What solution allows team leaders to look up user license information without administrative access?

- A. Export log data to a CSV file.
- B. Use App Script and filter views within a Google Sheet.**
- C. Request reports from the IT department regularly.
- D. Analysis by third-party auditing tools.

The solution that allows team leaders to look up user license information without requiring administrative access utilizes App Script and filter views within a Google Sheet. This method empowers team leaders to create tailored environments where they can collaborate and view specific data related to user licenses while maintaining necessary privacy and access controls. By employing Google Apps Script, team leaders can automate data retrieval and manipulation in the spreadsheet. This scripting capability enables them to generate custom functions and filters that precisely meet their information needs. Additionally, using filter views allows team leaders to manage how data is displayed without altering the underlying information for other users, thereby ensuring that access to sensitive data remains controlled and appropriate. This approach combines the flexibility of Google Sheets with automation potential, creating a powerful resource for display and interaction with user license data. It avoids the need for requesting external reports or relying on third-party tools, making it an efficient choice for teams that require immediate access to relevant information without the complexities associated with administrative roles.

5. How can a company distribute Chrome device updates to avoid traffic spikes on low bandwidth networks?

A. Randomly scatter auto-updates.

B. Update over cellular.

C. Disable Auto update.

D. Throttle the bandwidth.

Distributing Chrome device updates effectively while avoiding traffic spikes on low bandwidth networks can be achieved by randomly scattering auto-updates. This approach ensures that not all devices attempt to download updates simultaneously, which can lead to congestion and degrade performance on a limited bandwidth connection. By staggering the update process across a set time frame or scheduling them at intervals, the company can manage the overall network load more effectively, thereby maintaining acceptable performance for all users. This method leverages the flexibility built into the update process of Chrome devices, allowing for a more manageable distribution that prioritizes network stability and efficiency. It benefits organizations by ensuring that devices are updated without overwhelming the network during peak usage times.

6. What method can users use to protect sensitive data in Google Sheets?

A. By making the spreadsheet public

B. By restricting access and implementing permissions

C. By using complex coloring for cells

D. By limiting the use of formulas

Restricting access and implementing permissions in Google Sheets is the most effective method for protecting sensitive data. This approach allows users to control who can view, edit, or comment on the spreadsheet. By setting specific permissions, users can ensure that only authorized individuals have access to sensitive information. This is essential in a collaborative environment, where data security and privacy are critical. Making the spreadsheet public, for instance, would expose the data to anyone with the link, thereby increasing the risk of unauthorized access. Complex coloring for cells and limiting the use of formulas do not provide actual security measures; they may help with visual organization or clarity but do not protect data from unauthorized access or breaches. Therefore, managing permissions is the key method for safeguarding sensitive information in Google Sheets.

7. What actions should you take to prevent customers from receiving fake collection notices?

- A. Change the password for suspected compromised account accounts.receivable@yourcompany.com.
- B. Configure a Sender Policy Framework (SPF) record for your domain.**
- C. Configure Domain Keys Identified Mail (DKIM) to authenticate email.
- D. Disable mail delegation for the accounts.receivable@yourcompany.com account.

The choice to configure a Sender Policy Framework (SPF) record for your domain is a key action to help prevent customers from receiving fake collection notices. An SPF record helps specify which mail servers are permitted to send email on behalf of your domain. By implementing SPF, you can reduce the chances of your domain being used by malicious actors to send spoofed emails that appear to be from your legitimate accounts, such as accounts.receivable@yourcompany.com. This authentication method works by allowing receiving mail servers to check incoming emails against your SPF record when they arrive. If the email comes from a server that is not listed in your SPF record, the recipient's email service can flag or reject the email as potentially fraudulent. This significantly enhances the integrity of your email communications and builds trust with your customers, as they can be more confident that emails genuinely originate from your organization. While changing passwords, configuring DKIM, and disabling mail delegation are all valid security concerns, they do not directly address the fundamental issue of preventing your domain from being exploited for sending deceptive emails as effectively as implementing an SPF record does.

8. How can administrators manage device policies in Google Workspace?

- A. By physically monitoring employee devices
- B. By configuring settings in the Admin console**
- C. By asking users to report their device status
- D. By disabling all user devices

Administrators can effectively manage device policies in Google Workspace by configuring settings in the Admin console. This centralized management platform allows administrators to establish and enforce security policies for devices accessing organizational resources. In the Admin console, administrators have the capability to define settings such as device access controls, application management, and security requirements that must be met by devices. This includes enforcing password policies, controlling access permissions, and managing device compliance. With these tools, administrators can ensure that only secure and compliant devices can connect to Google Workspace, thus enhancing the overall security posture of the organization. The effectiveness of this method lies in its proactive and systematic approach to policy management, allowing for the automation of compliance checks and the immediate application of policies as organizational needs change.

9. When configuring video conferencing equipment for executives, what is an essential setup step?

- A. Define group settings for shared devices.
- B. Link video conferencing hardware with specific user profiles.
- C. Publish a user manual for operations of the equipment.
- D. Associate the video conferencing tools with room calendars.**

Associating the video conferencing tools with room calendars is an essential setup step for ensuring a seamless experience for executives using video conferencing equipment. This integration allows for automated scheduling and management of video calls, making it convenient for users to book meetings directly within their calendar application. When room calendars are properly linked with the video conferencing setup, it streamlines the process of reserving the necessary resources, ensuring the equipment is available when needed. It also helps manage conflicts or double bookings, which is particularly important in a high-profile executive environment where time efficiency is crucial. This step enhances user experience by allowing executives to see availability at a glance and schedule calls directly, thus eliminating unnecessary delays or miscommunications associated with manual setups. In professional settings, where time is of the essence, having these systems integrated can significantly increase productivity and ensure that video conference equipment is utilized effectively.

10. What does version history in Google Docs allow a user to do?

- A. Change document formats
- B. Delete previous versions
- C. Restore earlier edits**
- D. Share documents with new users

Version history in Google Docs is a crucial feature that enables users to keep track of changes made to a document over time. This functionality allows users to see all revisions, including who made specific changes and when they were made. The ability to restore earlier edits is particularly important because it provides a safety net for users who might want to undo changes or retrieve information that was removed or altered in a subsequent version. When a user decides to restore an earlier version, they can easily revert the document to that state, effectively undoing changes made after that point. This capability enhances collaboration, as multiple users can contribute to a document while maintaining the flexibility to roll back unwanted edits or to revisit past ideas and formats. The other options, while potentially useful in their own contexts, do not accurately reflect the core functionality provided by the version history feature. Changing document formats, deleting previous versions, and sharing documents with new users are outside the primary scope of what version history is designed to accomplish.

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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