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Microsoft 365 Fundamentals

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Score: 800/1000

Version:

Time Limit: 120 Minutes

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Exam A (52 questions)

Question 1

You are the Microsoft 365 administrator for a company.

You need to customize a usage report for Microsoft Yammer.

Which two tools can you use? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

- ☐ Microsoft SQL Server Analysis Services
- ☐ Microsoft SQL Server Reporting Services
- ☐ Microsoft Power BI in a browser
- ☐ Microsoft Power BI Desktop
- ☐ Microsoft Visual Studio

Question 2

A company is a Microsoft 365 reseller. The company does not provide managed services or direct customer support.

You need to provide licenses for customers and earn commissions for each license sold.

What should you do?

- ☐ Buy licenses for customers by using the Microsoft admin portal.
- ☐ Sign up as a Cloud Solution Provider direct reseller.
- ☐ Sign up as a Cloud Solution Provider indirect reseller.
- ☐ Buy licenses for customers from a Microsoft Authorized distributor.

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Question 3

DRAG DROP

An organization is considering migrating resources to the cloud. The company does not plan to deploy Microsoft Azure ExpressRoute or site-to-site VPNs.

You need to identify which workloads you can migrate to the cloud.

Which workloads you can migrate to the cloud? To answer, drag the appropriate actions to the correct workloads. Each action may be used once, more than once, or not at all. You may need to drag the split bar between panes or scroll to view content.

NOTE: Each correct selection is worth one point.

Answer Area

Actions	Workload	Action
Migrate to the cloud	You have a legacy application that requires connectivity with an on-premises data store.	Action
Remain on-premises	You need to deploy an external-facing website.	Action
	You need to deploy a Microsoft SharePoint collaboration site for partners.	Action

Question 4

You are the Microsoft 365 administrator for a company.

Users in the IT department must receive new Office 365 preview features before the features are deployed to other users in the company.

You need to ensure only the users in the IT department receive preview features.

Which two actions should you perform? Each correct answer represents part of the solution. (Choose two.)

NOTE: Each correct selection is worth one point.

- ☐ Instruct users to navigate to http://insider.office.com and sign up for Office Insider.
- ☐ Instruct users to update Office ProPlus.
- ☐ In the organizational profile, set the update preference to Targeted release for selected users.
- ☐ Instruct users to uninstall Office ProPlus and then reinstall the software.
- ☐ In the organizational profile, set the update preference to Standard release.

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Question 5

HOTSPOT

A company plans to transition from supporting servers on-premises to using Microsoft 365 services.

You need to determine which Microsoft 365 workload is appropriate to replace each on-premises service.

Which workloads should you use? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

Answer Area

On-premises service	Microsoft 365 workload
Get updates on the latest news and announcements from an intranet site hosted on an internal web server.	SharePoint Online Microsoft Stream OneDrive for Business Microsoft Delve
View videos hosted on an internal web server.	Microsoft Planner Microsoft Flow Microsoft Stream PowerApps
Store and retrieve shared documents on a local file server.	Microsoft Flow Power BI Microsoft Stream SharePoint Online
Store documents in a personalized folder on a local file server.	OneDrive for Business Microsoft To-Do MyAnalytics Microsoft Sream
Chat with other employees by using an on-premises Skype for Business server.	Microsoft Bookings Microsoft People Microsoft Teams Sway

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Question 6

A company has 250 employees.

You need to migrate all users to Microsoft 365 and meet the following requirements:

Provide a user-centric licensing solution for all users.
Manage devices from a single location.
Minimize licensing costs.

Which licensing model should you use?

- ☐ Microsoft 365 Business
- ☐ Microsoft 365 Education
- ☐ Microsoft 365 Enterprise E3
- ☐ Microsoft 365 Enterprise E5

Question 7

A company has an Exchange Server environment. The company plans to migrate to the cloud.

You need to recommend a cloud model that meets the following requirements:

Upgrade the existing email environment
Minimize server and application maintenance

Which model should you recommend?

- ☐ Platform as a service (PaaS)
- ☐ Windows as a service (WaaS)
- ☐ Software as a service (SaaS)
- ☐ Infrastructure as a service (IAAS)

Question 8

A company that has 50 employees plans to purchase a Microsoft 365 Business subscription.

Which two payment methods are available? Each correct answer presents a complete solution.
(Choose two.)

NOTE: Each correct selection is worth one point.

- ☐ PayPal
- ☐ automatic bank transfer
- ☐ Enterprise Agreement
- ☐ credit card or debit card

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Question 9

An organization plans to deploy Microsoft Office 2019 or Office 365 ProPlus.

What are two advantages of Office 365 ProPlus? Each correct answer presents a complete solution. (Choose two.)

NOTE: Each correct selection is worth one point.

- ☐ Features remain constant through the lifetime of the applications.
- ☐ Office 365 ProPlus includes downgrade rights.
- ☐ A single license may be deployed to multiple devices.
- ☐ Fully functional Office mobile apps are free to install and use.

Question 10

This question requires that you evaluate the underlined text to determine if it is correct.

A company needs to protect documents and emails by automatically applying classifications and labels. You must minimize costs.

You should implement Information Rights Management.

Review the underlined text. If it makes the statement correct, select No change is needed. if the statement is incorrect, select the answer choice that makes the statement correct.

- ☐ No change needed.
- ☐ Azure Information Protection Premium P2
- ☐ Azure Information Protection Premium P1
- ☐ Microsoft 365 E3

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Question 11

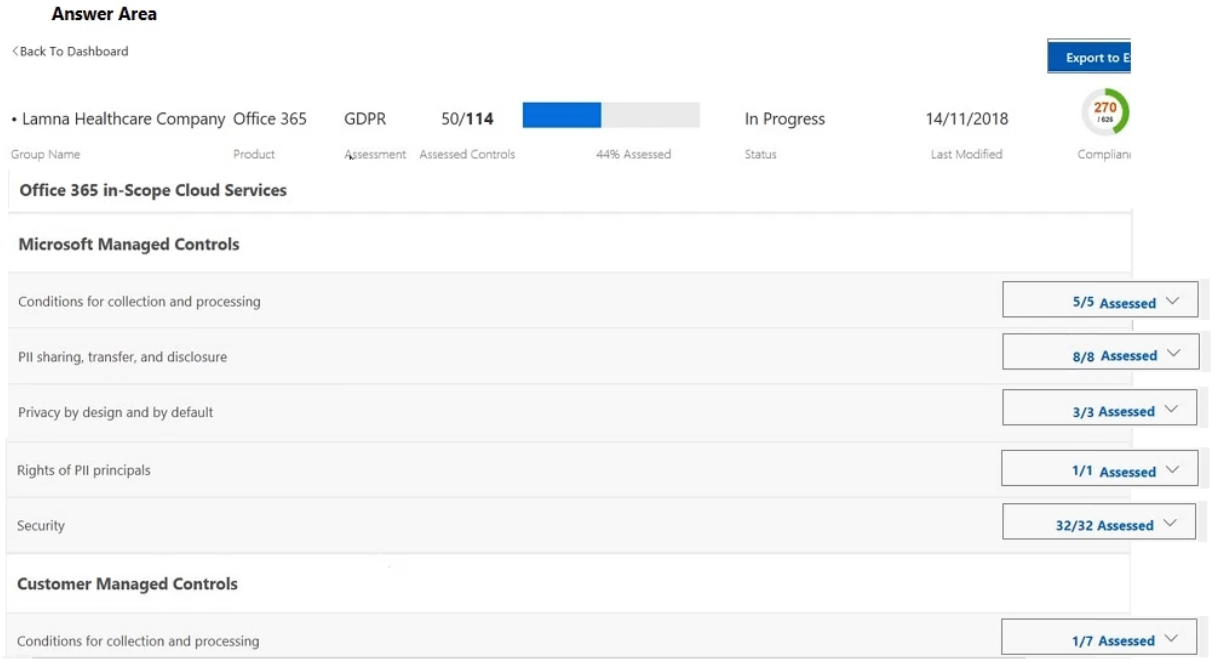
HOTSPOT

You implement Compliance Manager.

You need to retrieve status information for a control task.

Which two options can you use? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.



Question 12

A company deploys Exchange Online and SharePoint Online.

You must audit and assessment report for the Microsoft 365 cloud services that the company uses.

You need to provide the required documents.

Which Microsoft site should you use to obtain this information?

- ☐ Compliance Manager
- ☐ Service Trust Portal
- ☐ Office 365 Security and Compliance Center
- ☐ Azure portal

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Question 13

You are the Microsoft Office 365 administrator for a company.

You need to perform security and compliance reviews before new updates are distributed to the entire company.

What should you implement?

- ☐ standard releases
- ☐ Microsoft 365 Enterprise Test Lab
- ☐ targeted releases
- ☐ FastTrack

Question 14

You are a Microsoft 365 administrator for a company.

Microsoft plans to release a new feature for Microsoft Excel.

You need to ensure that the feature becomes available for employees to install as soon as possible.

To which release channel should you subscribe?

- ☐ Microsoft release
- ☐ Standard release
- ☐ Office 365 team release
- ☐ Targeted release

Question 15

A company deploys Microsoft Azure AD. You enable multi-factor authentication.

You need to inform users about the multi-factor authentication methods that they can use.

Which of the following methods is NOT a valid multi-factor authentication method in Microsoft 365?

- ☐ Receive an automated call on the desk phone that includes a verification code
- ☐ Insert a small card in to a desktop computer and provide a PIN code when prompted
- ☐ Receive a call on a mobile phone and select the pound sign (#) when prompted
- ☐ Receive an SMS text message that includes a verification code

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Question 16

You are the Microsoft 365 administrator for a company.

A user experiences an issue with SharePoint Online.

You need to resolve the issue.

Which two options can you use? Each correct answer presents a complete solution. (Choose two.)

- ☐ Go to the SharePoint admin and create a support request.
- ☐ Contact Microsoft technical support by telephone.
- ☐ Create a new service request from the Microsoft 365 admin center.
- ☐ Create a service request from the SharePoint portal.

Question 17

A company experiences a Microsoft 365 outage that affects an entire region.

You check the Service Health Dashboard and observe that the service is healthy.

You need to find information in Service Health Dashboard that describes what happened during the outage.

What should you use?

- ☐ Message Center
- ☐ incident closure summary
- ☐ Post-Incident Review (PIR)
- ☐ service request

Question 18

You are the Microsoft 365 administrator for a company.

Your company plans to open a new office in the United Kingdom.

You need to provide penetration test and security assessment reports for the new office.

Where can you locate the required reports?

- ☐ Data Governance page of the Security and Compliance portal
- ☐ Compliance Manager page of the Services Trust portal
- ☐ Data Loss Prevention page of the Security and Compliance portal
- ☐ Regional Compliance page of the Services Trust portal

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Question 19

A company plans to migrate to Microsoft 365. Corporate devices run Windows 7 or Windows 10.

You must upgrade all devices to use Office 365 ProPlus and minimize costs.

You need to standardize corporate device deployments.

Which three actions should you perform? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

- ☐ Implement Windows AutoPilot
- ☐ Deploy policies by using Configuration Manager
- ☐ Upgrade all devices to Windows 10
- ☐ Deploy policies by using Microsoft Intune
- ☐ Instruct users to download and install a Windows Installer package for Office 365 ProPlus

Question 20

You are the Microsoft 365 administrator for an organization.

A group of employees and users outside the company must be able to collaborate on a project in real time by using a whiteboard.

In the Microsoft 365 admin portal, which Office 365 product should you configure?

- ☐ Microsoft Yammer
- ☐ Microsoft Office Delve
- ☐ Microsoft SharePoint Online
- ☐ Microsoft Teams

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Question 21

You are a Microsoft 365 administrator for a company. Employees use Microsoft Office 365 ProPlus to create documents.

You need to implement document classification and protection by using Microsoft Azure Information Protection.

Which two actions should you perform? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

- ☐ Add an Azure subscription to your Microsoft 365 tenant
- ☐ Install the Azure Information Protection client
- ☐ Create a custom Azure Information Protection policy with the Confidential label
- ☐ Enable the default Azure Information Protection policy
- ☐ Install the Rights Management Service client

Question 22

This question requires that you evaluate the underlined text to determine if it is correct.

When you enable external access by using the Microsoft 365 admin portal, data is available to anonymous users.

Review the underlined text. If it makes the statement correct, select “No change is needed”. If the statement is incorrect, select the answer choice that makes the statement correct.

- ☐ No change needed.
- ☐ the Everyone group is applied to all shares with full control
- ☐ you must configure Active Directory Federation Services (AD FS)
- ☐ users can send sharing invitations for specific content

Question 23

You are the Microsoft 365 administrator for a company.

Your company wants to learn more about what happens if the availability terms of the Microsoft Office 365 services are not met.

Where can you find this information?

- ☐ Service Level agreement
- ☐ Microsoft Services agreement
- ☐ Microsoft Cloud agreement
- ☐ Microsoft Products and Services agreement
- ☐ Microsoft Enterprise agreement

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Question 24

You are a Microsoft 365 administrator for a company.

Several users report that they receive emails which have a PDF attachment. The PDF attachment launches malicious code.

You need to remove the message from inboxes and disable the PDF threat if an affected document is opened.

Which feature should you implement?

- ☐ Microsoft Exchange Admin Center block lists
- ☐ Sender Policy Framework
- ☐ Advanced Threat Protection anti-phishing
- ☐ zero-hour auto purge
- ☐ DKIM signed messages with mail flow rules

Question 25

You are the Microsoft 365 administrator for a company.

You need to ensure that users receive a warning message if they select links in emails that might be unsafe.

What should you do?

- ☐ Use Windows PowerShell to install the latest antimalware engine updates
- ☐ Enable Microsoft Office 365 Advanced Threat Protection
- ☐ Use the Microsoft Exchange Admin Center to configure a new spam-filter policy
- ☐ Use the Microsoft Exchange Admin Center to create a new antimalware policy

Question 26

You use Microsoft 365 Usage Analytics.

You need to know the number of users who are active today and were also active last month.

Which metric should you use?

- ☐ MoMReturningUsers
- ☐ EnabledUsers
- ☐ ActiveUsers
- ☐ CumulativeActiveUsers

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Question 27

You need to reduce the amount of time that the IT team spends on user support.

What are three possible ways to achieve this goal? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

- ☐ Enable Microsoft Office 365 Customer Lockbox
- ☐ Upgrade all client devices to Windows 10
- ☐ Use Windows AutoPilot to deploy devices
- ☐ Deploy Microsoft MyAnalytics to devices
- ☐ Deploy Microsoft Office 365 Professional Plus to all client devices

Question 28

DRAG DROP

An organization plans to deploy Microsoft 365 in a hybrid scenario.

You need to provide a recommendation based on some common identity and access management scenarios. The solution must minimize costs.

Match each solution to its appropriate scenario. To answer, drag the appropriate solutions from the column on the left to the scenarios on the right. Each item may be used once, more than once, or not at all.

NOTE: Each correct selection is worth one point.

Answer Area

Solutions		Solution
Active Directory Federation Services (AD FS)	Enable a federation option for authentication in a hybrid environment.	Solution
PingFederate and federation integration	Allow administrators to reset user passwords in Microsoft Azure AD.	Solution
Password hash synchronization with single sign-on	Support nonfederated users authenticating with on-premises AD and supports multi-factor authentication.	Solution
Pass-through authentication and single sign-on		

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Question 29

Your organization plans to deploy a subscription-based licensing model of Microsoft Office to devices.

You must use group policy to enforce Office application settings.

You need to deploy Office to the enterprise.

Which version of Office should you deploy?

- ☐ Office 365 ProPlus
- ☐ Office Professional Plus 2016
- ☐ Office Online
- ☐ Office Home and Business 2016

Question 30

Your organization plans to deploy Microsoft 365 in a hybrid scenario.

You need to ensure that employees can use a smart card for authentication.

Which hybrid identity solution should you implement?

- ☐ password hash synchronization with single-on
- ☐ Active Directory Federation Services (AD FS)
- ☐ PingFederate and federation integration
- ☐ pass-through authentication and single sign-on

Question 31

You are the Microsoft 365 administrator for a company.

You install Microsoft Office 365 ProPlus on five devices. You deactivate the Microsoft Office 365 ProPlus license on one device.

Which task can you perform on that device?

- ☐ Leave a comment in a document
- ☐ Set properties on a document
- ☐ Co-author a document
- ☐ View a document

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Question 32

Your company has a Microsoft Office 365 subscription.

You need to co-author files with other users.

Which tool should you use?

- ☐ Microsoft SharePoint Online
- ☐ Microsoft Skype for Business Online
- ☐ Microsoft Office Delve
- ☐ Microsoft Exchange Online

Question 33

You are the Microsoft 365 administrator for a company. You deploy Windows 10 to all devices by using Windows Autopilot.

You need to ensure that employees can install Microsoft Office 365 ProPlus on their devices.

What are two possible ways to achieve this goal? Each correct answer presents a part of a solution.

NOTE: Each correct selection is worth one point.

- ☐ Use the self-install option on the Office 365 dashboard
- ☐ Download and install the Office ProPlus Windows Installer (MSI) package
- ☐ Enable auto-deployment of Office 365 apps for all devices
- ☐ Update the Windows AutoPilot deployment profile to include the Office 365 apps

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Question 34

HOTSPOT

An organization has a Microsoft 365 subscription. You plan to implement multi-factor authentication.

For each of the following statements, select Yes if the statement is true. Otherwise, select No.

NOTE: Each correct selection is worth one point.

Answer Area

Statement	Yes	No
After users are enrolled in multi-factor authentication, they must configure a second authentication factor the next time they sign in.	◯	◯
Enabling multi-factor authentication requires an additional subscription purchase.	◯	◯
Complete multi-factor authentication by using text messages, a smartphone app, or a phone call.	◯	◯

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Question 35

A company plans to migrate to Microsoft 365.

You need to advise the company about how Microsoft provides protection in a multitenancy environment.

What are three ways that Microsoft provides protection? Each correct answer presents part of the solution. (Choose three.)

NOTE: Each correct selection is worth one point.

- ☐ Customer content at rest is encrypted on the server by using BitLocker.
- ☐ Microsoft Azure AD provides authorization and role-based access control at the tenant layer.
- ☐ Customer content at rest is encrypted on the server by using transport-layer security (TLS).
- ☐ Microsoft Azure AD provides authorization and role-based access control at the transport layer.
- ☐ Mailbox databases in Microsoft Exchange Online contain only mailboxes from a single tenant.
- ☐ Mailbox databases in Microsoft Exchange Online contain mailboxes from multiple tenants.

Question 36

A company assigns a Microsoft 365 license to each employee.

You need to install Microsoft Office 365 ProPlus on each employee device.

Which three methods can you use? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

- ☐ Use System Center Configuration Manager (SCCM) to deploy Office 365 ProPlus from a local distribution source.
- ☐ Use System Center Configuration Manager (SCCM) to deploy Office 365 ProPlus from an Office Windows Installer (MSI) package.
- ☐ Download the Office 365 ProPlus Windows Installer (MSI) package. Install Office 365 ProPlus from a local distribution source.
- ☐ Use the Office Deployment Tool (ODT) to download installation files to a local distribution source. Install Office 365 ProPlus by using the downloaded files.
- ☐ Enable users to download and install Office 365 ProPlus from the Office 365 portal.

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Question 37

A company plans to purchase Microsoft 365 Enterprise licenses.

Which two options can you use? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

- ☐ through a Cloud Solution Provider (CSP)
- ☐ from the Microsoft website using a corporate credit card
- ☐ from the Microsoft retail store
- ☐ with an Enterprise Agreement (EA) subscription from Microsoft

Question 38

A company is purchasing a Microsoft 365 subscription to replace the current on-premises IT infrastructure.

You need to identify the impacts of subscribing to Microsoft 365.

Which three outcomes can the company expect? Each correct answer presents a complete solution. (Choose three.)

NOTE: Each correct selection is worth one point.

- ☐ Predictable Microsoft licensing costs
- ☐ Increased Exchange Server Client Access License (CAL) costs
- ☐ Increased Windows Server Client Access License (CAL) costs
- ☐ Increased service scalability
- ☐ Decreased on-premises infrastructure maintenance

Question 39

A company has a Microsoft 365 subscription that includes Office apps.

A user has identified a new issue while working with an app. When the user attempts to create a support request, the following message displays:

```
You don't have permission to access this page or perform this action.
```

You need to determine the cause of the error message.

What is the cause?

- ☐ The user account is disabled.
- ☐ The user does not have a license assigned for the app.
- ☐ The user account is not a member of the global admin role.
- ☐ The company does not have Premier support.

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Question 40

You are the Microsoft 365 administrator for a company.

All staff must use Microsoft Outlook to access corporate email. When users access Outlook on mobile devices, they must use a PIN to open the application.

You need to implement a Microsoft Intune policy to enforce the security requirements.

Which policy should you use?

- ☐ device compliance
- ☐ device configuration
- ☐ app protection
- ☐ app configuration

Question 41

This question requires that you evaluate the underlined text to determine if it is correct.

You use Microsoft Intune for device management. You must determine how many devices run each operating system.

You must launch Intune and navigate to the Mobile Apps blade.

Select the correct answer if the underlined text does not make the statement correct. Select “No change is needed” if the underlined text makes the statement correct.

- ☐ Device configuration
- ☐ Device compliance
- ☐ No change is needed
- ☐ Devices

Question 42

Your company purchases Microsoft 365 Enterprise and Azure AD P2 licenses.

You need to provide identity protection against malicious login attempts.

What should you implement?

- ☐ Azure AD Identity Protection
- ☐ Azure AD Privileged Identity Management
- ☐ Azure Information Protection
- ☐ Azure Identity and Access Management

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Question 43

This question requires that you evaluate the underlined text to determine if it is correct.

A company needs to protect documents and emails by automatically applying classifications and labels. You must minimize costs.

You should implement Microsoft Azure Information Protection for Microsoft Office 365.

Review the underlined text. If it makes the statement correct, select No change is needed. if the statement is incorrect, select the answer choice that makes the statement correct.

- ☐ No change needed.
- ☐ Azure Information Protection Premium P2
- ☐ Azure Information Protection Premium P1
- ☐ Microsoft 365 E3

Question 44

You are the Microsoft 365 administrator for a company.

You install Microsoft Office 365 ProPlus on five devices. You deactivate device.

Which task can you perform on the deactivated device?

- ☐ Print a document.
- ☐ Leave a comment in a document.
- ☐ Start a new document from a template.
- ☐ Set properties on a document.

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Question 45

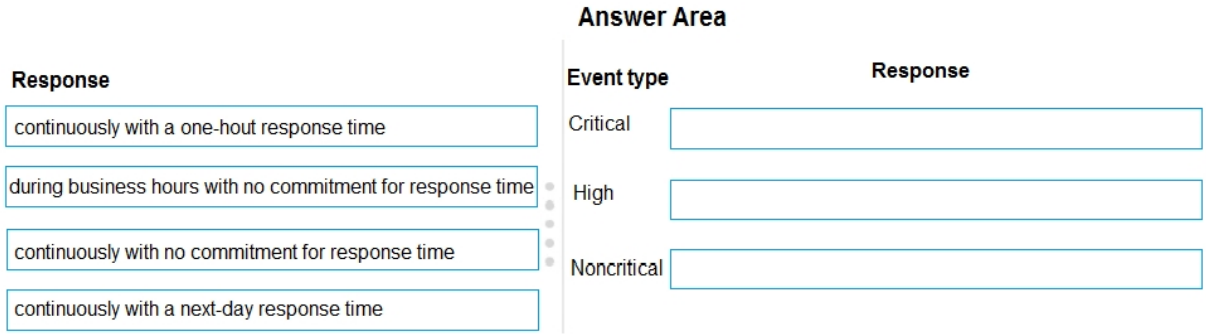
DRAG DROP

Your company uses Microsoft 365 with a business support plan.

You need to identify Service Level Agreements (SLAs) from Microsoft for the support plan.

What response can you expect for each event type? To answer, drag the appropriate responses to the correct event types. Each response may be used once, more than once, or not at all. You may need to drag the split bar between panes or scroll to view content.

NOTE: Each correct selection is worth one point.



Question 46

A company plans to migrate to Microsoft 365.

Employees must be able to collaborate by using Microsoft Yammer, SharePoint Online, StaffHub, and Teams. You must minimize costs.

You need to subscribe to Microsoft Office 365.

Which subscription type should you use?

- ☐ E3
- ☐ ProPlus
- ☐ E1
- ☐ Personal
- ☐ F1

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Question 47

You use Microsoft Business Products.

When you try to create a support request, you receive the following message:

You don't have permission to access this page or perform this action.

You need to determine the cause of the error message.

What is the cause?

- ☐ Your password is expired
- ☐ Your account is disabled
- ☐ Your company does not have Premier support
- ☐ Your account is not a member of the global admin role

Question 48

A company plans to purchase Microsoft 365.

You need to give management an overview of the Microsoft 365 pricing model.

Which of the following describes how the company will be billed for Microsoft 365?

- ☐ The company will be charged according to the amount of computing resources it uses each month across all users.
- ☐ The company will make a single payment for Microsoft 365, after which it owns the license for Microsoft 365 and can use it in an unlimited fashion.
- ☐ The company will be charged annually for a single Microsoft 365 license that can be shared among all employees.
- ☐ The company will be charged according to the number of user licenses required.

Question 49

A company has a Microsoft 365 subscription. Employees use personal devices to access company data in the cloud.

You need to restrict employees from copying data to personal OneDrive folders.

What should you use?

- ☐ Information Rights Management
- ☐ Microsoft Azure Security Center
- ☐ Office 365 Advanced Threat Protection
- ☐ Intune App Protection

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Question 50

You are the Microsoft 365 administrator for a company.

An employee requests personal data under General Data Protection Regulation (GDPR) guidelines.

You need to retrieve data for the employee.

What should you do?

- ☐ Create a data subject request case.
- ☐ Create a retention policy.
- ☐ Create a data-loss prevention policy.
- ☐ Create a GDPR assessment.

Question 51

You are the Microsoft 365 administrator for a company.

Which two admin roles can purchase more licenses? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

- ☐ service administrator
- ☐ user management administrator
- ☐ global administrator
- ☐ billing administrator

Question 52

You are the Microsoft 365 administrator for a company.

You install Microsoft Office 365 ProPlus on five devices. You deactivate the Microsoft Office 365 ProPlus license on one device.

Which task can you perform on that device?

- ☐ Start a new document from a template
- ☐ Create a document
- ☐ Co-author a document
- ☐ View a document

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