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Microsoft 365 Fundamentals

Sections

1. Understand cloud concepts
2. Understand core Microsoft 365 services and concepts
3. Understand security, compliance, privacy, and trust in Microsoft 365
4. Understand Microsoft 365 pricing and support

Exam A

QUESTION 1

A company is moving to Microsoft Azure. Some applications cannot be moved.

You need to identify which applications will remain in a hybrid environment after the migration.

Which applications will remain in a hybrid environment?

- A. applications that manage sensitive information
- B. applications that use a USB-token device to control access
- C. legacy applications that use a message-based interface
- D. a new server that runs several line-of-business applications

Correct Answer: A

Section: Understand cloud concepts

Explanation



Explanation/Reference:

QUESTION 2

You are the Microsoft 365 administrator for a company.

The company runs SharePoint Server and Exchange Server in an on-premises datacenter. The site collection for the finance department is currently encrypted using third-party software.

You need to move as many services to Microsoft 365 as possible.



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What should you do?

- A. Migrate all SharePoint data and Exchange mailboxes to Microsoft 365.
- B. Leave SharePoint data for finance department users on-premises. Migrate all other SharePoint data and Exchange mailboxes to Microsoft 365.
- C. Leave mailboxes for finance department users on-premises. Migrate all other SharePoint data and Exchange mailboxes to Microsoft 365.
- D. Leave SharePoint data and mailboxes for finance department users on-premises. Migrate all other SharePoint data and Exchange mailboxes to Microsoft 365.

Correct Answer: A

Section: Understand cloud concepts

Explanation



Explanation/Reference:

QUESTION 3

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.

- A. Instruct users to navigate to <http://insider.office.com> and sign up for Office Insider.
- B. Instruct users to update Office ProPlus.

- C. In the organizational profile, set the update preference to **Targeted release for selected users**.
- D. Instruct users to uninstall Office ProPlus and then reinstall the software.
- E. In the organizational profile, set the update preference to **Standard release**.

Correct Answer: AC

Section: Understand core Microsoft 365 services and concepts

Explanation

Explanation/Reference:

References: <https://insider.office.com/en-us/> <https://docs.microsoft.com/en-us/office365/admin/manage/release-options-in-office-365?view=o365-worldwide>

QUESTION 4

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?

- A. Microsoft release
- B. Standard release
- C. Office 365 team release
- D. Targeted release



Correct Answer: D

Section: Understand core Microsoft 365 services and concepts

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/admin/manage/release-options-in-office-365?view=o365-worldwide>

QUESTION 5

DRAG DROP

You are the Microsoft 365 administrator for a company.

You need to identify the different features of MyAnalytics and Workspace Analytics.

What are the different features? To answer, drag the appropriate applications to the correct features. Each application 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.

Select and Place:

Answer Area

Applications	Feature	Application
MyAnalytics	Included in office 365 L5 license	Application
Workspace Analytics	Can be purchased only as an add-on license	Application
	Provides employee work and collaboration metrics	Application
	Permits upload of custom organizational data	Application
	Provides team work and collaboration metrics	Application

Correct Answer:

Answer Area		
Applications	Feature	Application
MyAnalytics	Included in office 365 L5 license	MyAnalytics
Workspace Analytics	Can be purchased only as an add-on license	Workspace Analytics
	Provides employee work and collaboration metrics	MyAnalytics
	Permits upload of custom organizational data	Workspace Analytics
	Provides team work and collaboration metrics	Workspace Analytics

Section: Understand core Microsoft 365 services and concepts

Explanation

Explanation/Reference:

References: <https://products.office.com/en-za/business/compare-more-office-365-for-business-plans> <https://techcommunity.microsoft.com/t5/MyAnalytics/Microsoft-Workplace-Analytics/td-p/84884> <https://docs.microsoft.com/en-us/office365/servicedescriptions/workplace-analytics-service-description> <https://docs.microsoft.com/en-us/workplace-analytics/setup/upload-organizational-data>

QUESTION 6

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?

- A. MoMReturningUsers
- B. EnabledUsers
- C. ActiveUsers
- D. CumulativeActiveUsers

Correct Answer: A

Section: Understand core Microsoft 365 services and concepts

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/admin/usage-analytics/active-user-in-usage-reports?view=o365-worldwide>

QUESTION 7

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.

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

Correct Answer: ABC

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/securitycompliance/office-365-tenant-isolation-overview>

QUESTION 8

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?

- A. Data Governance page of the Security and Compliance portal
- B. Compliance Manager page of the Services Trust portal
- C. Data Loss Prevention page of the Security and Compliance portal
- D. Regional Compliance page of the Services Trust portal

Correct Answer: D

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

QUESTION 9

DRAG DROP

A company plans to migrate to a hybrid cloud infrastructure.

You need to determine where to manage the environment after the migration is complete.

Match each item to the location where it will be managed. To answer, drag the appropriate item from the column on the left to its location on the right. Each item may be used once, more than once, or not at all.

NOTE: Each correct selection is worth one point.

Select and Place:

Answer Area

Configuration locations	Option	Configuration location
Microsoft 365 only	Configure multi-factor authentication for cloud services.	Configuration location
on-premises only	Configure email disclaimers.	Configuration location
both Microsoft 365 and on-premises	Configure compliance.	Configuration location
	Set frequency of Microsoft Office 365 updates.	Configuration location

Correct Answer:

Configuration locations	Option	Answer Area
Microsoft 365 only	Configure multi-factor authentication for cloud services.	both Microsoft 365 and on-premises
on-premises only	Configure email disclaimers.	both Microsoft 365 and on-premises
both Microsoft 365 and on-premises	Configure compliance.	Microsoft 365 only
	Set frequency of Microsoft Office 365 updates.	on-premises only

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/securitycompliance/go-to-the-securitycompliance-center>

<https://docs.microsoft.com/en-us/exchange/security-and-compliance/mail-flow-rules/disclaimers-signatures-footers-or-headers>

<https://www.itprotoday.com/email-and-calendaring/configure-email-disclaimer-exchange-server-2016>

<https://docs.microsoft.com/en-us/office/troubleshoot/switch-channel-for-office-365>

QUESTION 10

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?

- A. password hash synchronization with single-on
- B. Active Directory Federation Services (AD FS)
- C. PingFederate and federation integration
- D. pass-through authentication and single sign-on

Correct Answer: B

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/azure/security/azure-ad-choose-authn>

QUESTION 11

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.



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What should you do?

- A. Create a data subject request case.
- B. Create a retention policy.
- C. Create a data-loss prevention policy.
- D. Create a GDPR assessment.

Correct Answer: A

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/microsoft-365/compliance/gdpr-dsr-office365>

QUESTION 12
HOTSPOT

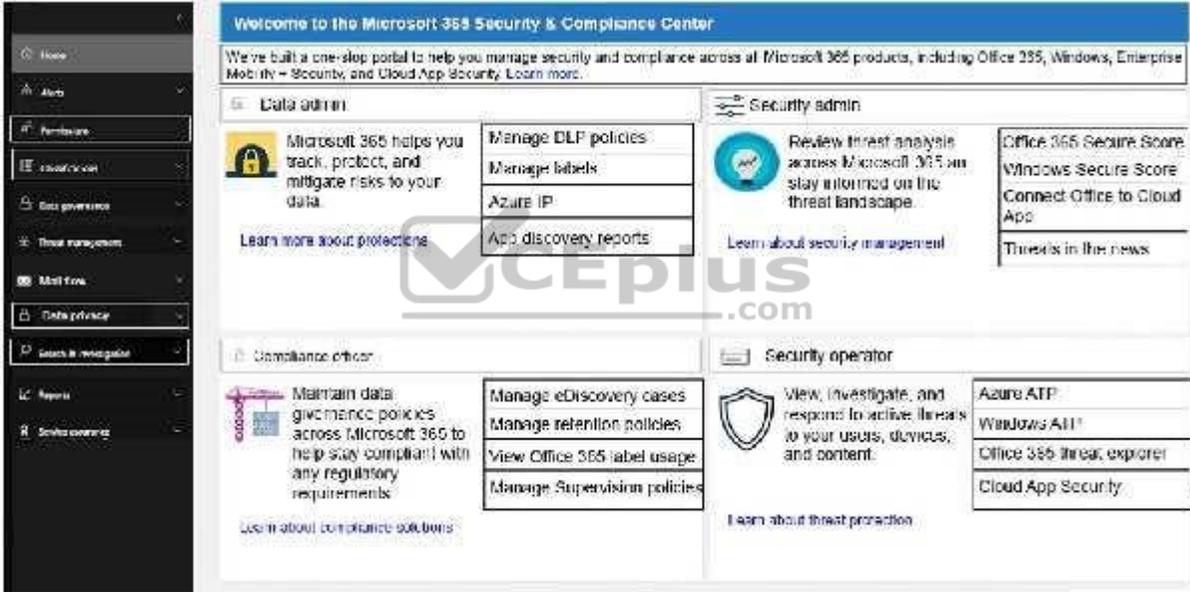
A company uses Microsoft 365 Business to address its compliance needs. A customer requests a complete disclosure of all personal data that relates to them.

You need to create a new data subject request (DSR) case and ensure that compliance managers can view all DSR case findings.

In which two areas must you perform actions? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

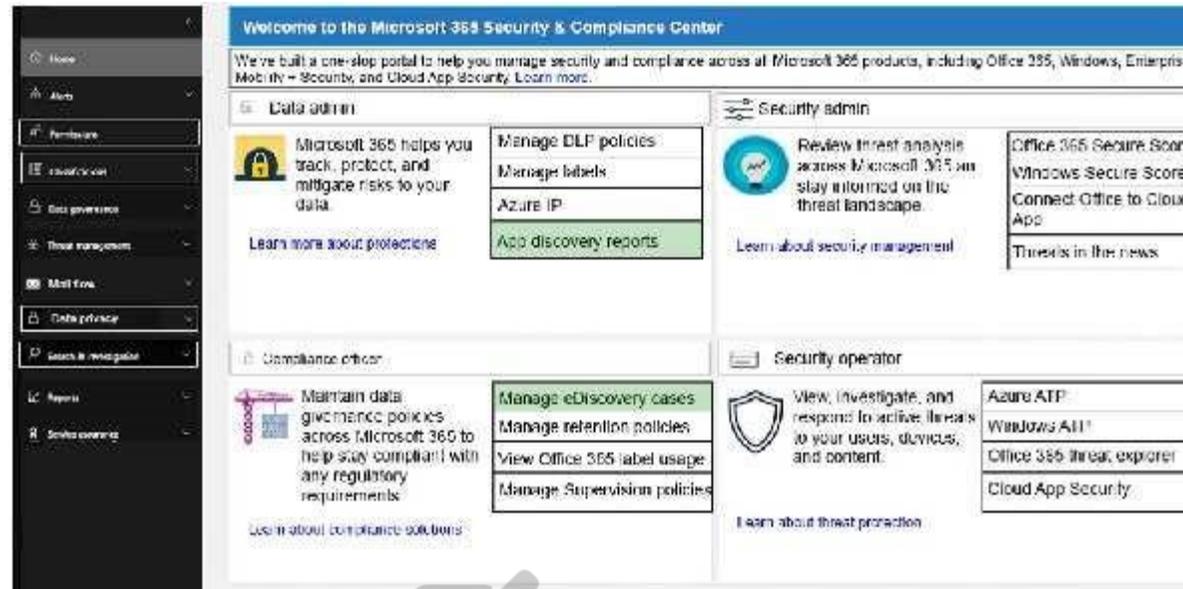
Hot Area:



The screenshot shows the Microsoft 365 Security & Compliance Center dashboard. The left sidebar contains navigation options: Home, Alerts, Permissions, eDiscovery, Data governance, Threat management, Mail flow, Data privacy, Search & investigation, Reports, and Service settings. The main content area is titled "Welcome to the Microsoft 365 Security & Compliance Center" and includes a welcome message: "We've built a one-stop portal to help you manage security and compliance across all Microsoft 365 products, including Office 365, Windows, Enterprise Mobility + Security, and Cloud App Security. Learn more." The dashboard is organized into four primary sections:

- Data admin:**
 - Microsoft 365 helps you track, protect, and mitigate risks to your data. (Learn more about protections)
 - Manage DLP policies
 - Manage labels
 - Azure IP
 - App discovery reports
- Security admin:**
 - Review threat analysis scores Microsoft 365 can stay informed on the threat landscape. (Learn about security management)
 - Office 365 Secure Score
 - Windows Secure Score
 - Connect Office to Cloud App
 - Threats in the news
- Compliance officer:**
 - Maintain data governance policies across Microsoft 365 to help stay compliant with any regulatory requirements. (Learn about compliance solutions)
 - Manage eDiscovery cases
 - Manage retention policies
 - View Office 365 label usage
 - Manage Supervision policies
- Security operator:**
 - View, investigate, and respond to active threats to your users, devices, and content. (Learn about threat protection)
 - Azure ATP
 - Windows AI!
 - Office 365 threat explorer
 - Cloud App Security

Correct Answer:



Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference:

QUESTION 13

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.

- A. No change needed.
- B. Azure Information Protection Premium P2
- C. Azure Information Protection Premium P1
- D. Microsoft 365 E3

Correct Answer: A

Section: Understand security, compliance, privacy, and trust in Microsoft 365

Explanation

Explanation/Reference: References: <https://products.office.com/en-us/business/azure-information-protection-for-office-365>

QUESTION 14

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?

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

Correct Answer: D

Section: Understand Microsoft 365 pricing and support

Explanation



Explanation/Reference:

QUESTION 15

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.

- A. PayPal
- B. automatic bank transfer
- C. Enterprise Agreement
- D. credit card or debit card

Correct Answer: BD

Section: Understand Microsoft 365 pricing and support
Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/admin/subscriptions-and-billing/pay-for-your-subscription?view=o365-worldwide>

QUESTION 16

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?

- A. Microsoft 365 Business B.
- Microsoft 365 Education
- C. Microsoft 365 Enterprise E3
- D. Microsoft 365 Enterprise E5



Correct Answer: A

Section: Understand Microsoft 365 pricing and support
Explanation

Explanation/Reference:

References: <https://products.office.com/en-za/compare-all-microsoft-office-products?tab=2>
<https://docs.microsoft.com/en-us/microsoft-365/business/support/microsoft-365-business-faqs>

QUESTION 17

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.)

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

Correct Answer: BC

Section: Understand Microsoft 365 pricing and support

Explanation

Explanation/Reference:

References: <https://www.thewindowsclub.com/microsoft-support-chat-phone-number>

<https://blogs.technet.microsoft.com/praveenkumar/2013/07/17/how-to-create-service-requests-to-contact-office-365-support/>

QUESTION 18

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?

- A. Service Level agreement
- B. Microsoft Services agreement
- C. Microsoft Cloud agreement
- D. Microsoft Products and Services agreement
- E. Microsoft Enterprise agreement

Correct Answer: A

Section: Understand Microsoft 365 pricing and support

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/office365/servicedescriptions/office-365-platform-service-description/service-level-agreement>

QUESTION 19

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?

- A. Print a document.
- B. Leave a comment in a document.
- C. Start a new document from a template.
- D. Set properties on a document.

Correct Answer: A

Section: Understand Microsoft 365 pricing and support

Explanation

Explanation/Reference:

References:

https://blogs.technet.microsoft.com/office_resource_kit/2014/01/17/office-365-proplus-multiple-devices-and-deactivation/

QUESTION 20

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?

- A. Office 365 ProPlus
- B. Office Professional Plus 2016
- C. Office Online
- D. Office Home and Business 2016

Correct Answer: A

Section: Understand Microsoft 365 pricing and support

Explanation

Explanation/Reference:

References: <https://products.office.com/en-za/business/compare-more-office-365-for-business-plans>

QUESTION 21

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.

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

Correct Answer: AC

Section: Understand Microsoft 365 pricing and support

Explanation

Explanation/Reference:

References: <https://xo.xello.com.au/blog/office-365-proplus-top-business-benefits-for-users>



<https://www.vceplus.com/>