Microsoft 365 Certified Fundamentals (MS-900) Practice Exam (Sample)

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

Table of Contents

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

1. **What aspect of Microsoft 365 aids in digital workforce transformation?**

   A. Integration of AI and machine learning capabilities

   B. Enhanced video conferencing tools

   C. Advanced spreadsheet functionalities

   D. Improved email organization features

2. **Which authentication represents a combination of on-premises identity services with cloud capabilities?**

   A. Federated Authentication

   B. Single Sign-On (SSO)

   C. Active Directory Domain Services

   D. Cloud Identity Management

3. **What is the role of the 'Secure Score' feature in Microsoft 365?**

   A. To assess user performance

   B. To evaluate the security of the Microsoft 365 environment

   C. To provide a financial score for service usage

   D. To measure application usage frequency

4. **Which tool within Microsoft 365 aids in mitigating workplace security threats?**

   A. Regular Password Updates

   B. Advanced Threat Protection (ATP)

   C. Remote Desktop Access

   D. Team Chat Features

5. **Which solution should be recommended for improving the onboarding process by providing knowledge resources across Microsoft 365?**

   A. Microsoft Teams

   B. Microsoft Viva Topics

   C. Yammer

   D. Microsoft SharePoint

6. **Which solution should be recommended for security best practices involving network segmentation and encryption in Microsoft 365?**

    A. Firewall

    B. Zero Trust

    C. VPN

    D. Cloud Access Security Broker

7. **What assistance does Microsoft Compliance Manager provide organizations?**

    A. It manages IT budgets and expenditures

    B. It offers compliance training for employees

    C. It helps manage compliance requirements

    D. It automates customer service responses

8. **When choosing a productivity solution, which requirement should be prioritized for secure communication?**

    A. Support for anonymous users

    B. Open content sharing

    C. Access limited to valid company email addresses

    D. Integration with social media

9. **What tool in Microsoft 365 is designed to automate business processes?**

    A. Microsoft Excel

    B. Microsoft Power Automate

    C. Microsoft OneDrive

    D. Microsoft Word

10. **What Desktop-as-a-Service solution provides a flexible consumption-based pricing model and includes Windows 7 virtual desktops with free extended security updates?**

    A. Windows 365 Business

    B. Microsoft Azure Virtual Desktop

    C. Remote Desktop Services

    D. Microsoft Virtual Desktop

Answers

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

Explanations

1. **What aspect of Microsoft 365 aids in digital workforce transformation?**

   A. Integration of AI and machine learning capabilities

   B. Enhanced video conferencing tools

   C. Advanced spreadsheet functionalities

   D. Improved email organization features

   The integration of AI and machine learning capabilities in Microsoft 365 is pivotal for digital workforce transformation because it empowers organizations to automate processes, enhance productivity, and facilitate better decision-making. These technologies enable users to derive insights from data more efficiently, streamline tasks, and make sense of large volumes of information.   For instance, AI-driven tools such as Microsoft 365's intelligent search capabilities help users find relevant documents and data quickly, while applications like Microsoft Teams leverage AI to provide real-time translation and transcription features during meetings. This enhances collaboration across diverse teams, supports remote work, and allows organizations to respond to changes in the market more swiftly. The other options, while beneficial features of Microsoft 365, primarily enhance specific functionalities rather than driving a broad transformation in workforce practices. Enhanced video conferencing tools improve communication, advanced spreadsheet functionalities help in data analysis, and improved email organization features streamline communication. However, it is the AI and machine learning capabilities that fundamentally shift how employees interact with technology and each other, fostering a more agile and innovative workplace.

2. **Which authentication represents a combination of on-premises identity services with cloud capabilities?**

   A. Federated Authentication

   B. Single Sign-On (SSO)

   C. Active Directory Domain Services

   D. Cloud Identity Management

   Federated Authentication is indeed the correct choice as it seamlessly integrates on-premises identity services with cloud capabilities. This approach enables organizations to extend their existing identity management systems to cloud applications while maintaining a consistent user experience and security model. In this context, Federated Authentication allows for trusted relationships between the on-premises identity provider and the cloud service. This means that users can authenticate to cloud services using their corporate credentials without needing to create separate accounts or credentials for the cloud environment. The use of protocols such as SAML (Security Assertion Markup Language) or WS-Federation facilitates this communication, allowing secure single sign-on experiences. Other concepts, while related to identity management and access, do not specifically represent the combination of on-premises identity services with cloud capabilities to the same extent. Single Sign-On (SSO) typically refers to a user authentication process that allows users to access multiple applications with one set of login credentials but does not necessarily imply a federated relationship with on-premises identity. Active Directory Domain Services, while an essential on-premises identity service, does not encompass cloud capabilities by itself, and Cloud Identity Management generally depicts a model of managing identities in cloud environments without directly referencing their integration with on-premises services.

3. What is the role of the 'Secure Score' feature in Microsoft 365?

A. To assess user performance

B. To evaluate the security of the Microsoft 365 environment

C. To provide a financial score for service usage

D. To measure application usage frequency

The 'Secure Score' feature in Microsoft 365 is designed to evaluate the security posture of your Microsoft 365 environment. It provides a robust framework for organizations to understand their security strengths and weaknesses by assessing various security configurations, user behaviors, and overall protection mechanisms in place.   With Secure Score, administrators can obtain a score based on their current security settings and practices. This score reflects how well the organization is implementing recommended security practices, and it provides actionable insights on how to improve security. Recommendations can include enabling multi-factor authentication, configuring secure sharing settings, and other best practices tailored to enhance the organization's security stance. This focus on evaluating security specifically distinguishes Secure Score from other potential metrics related to user performance, financial aspects of service usage, or application usage frequency. By concentrating on the security of the Microsoft 365 environment, Secure Score helps organizations reduce vulnerabilities and enhance data protection measures effectively.

4. Which tool within Microsoft 365 aids in mitigating workplace security threats?

A. Regular Password Updates

B. Advanced Threat Protection (ATP)

C. Remote Desktop Access

D. Team Chat Features

Advanced Threat Protection (ATP) is designed to enhance security by providing robust tools that protect against various threats in a workplace environment. It specifically helps in identifying, preventing, and responding to potential security risks such as malware, ransomware, and phishing attacks. ATP works through advanced machine learning and threat intelligence capabilities, enabling organizations to safeguard sensitive information and maintain compliance with industry regulations. Furthermore, ATP integrates seamlessly with other Microsoft 365 security solutions, providing comprehensive threat protection across email, files, and other data sources. By utilizing ATP, organizations can effectively mitigate and manage security threats that could impact their operations and data integrity within the Microsoft 365 environment.   The other options focus on general practices or features that do not specifically address security threat mitigation in the same targeted manner as ATP does. For example, regular password updates can enhance security but rely heavily on user compliance. Remote Desktop Access facilitates connections to work systems but does not inherently offer protection against threats. Team Chat Features, while beneficial for collaboration, do not have a direct impact on security threat mitigation.

5. Which solution should be recommended for improving the onboarding process by providing knowledge resources across Microsoft 365?

A. Microsoft Teams

B. Microsoft Viva Topics

C. Yammer

D. Microsoft SharePoint

The recommended solution for improving the onboarding process by providing knowledge resources across Microsoft 365 is Microsoft Viva Topics. This tool is designed specifically to facilitate knowledge sharing and management within organizations by automatically organizing content and expertise across various systems. It acts as a centralized hub for knowledge, allowing users to easily find relevant information and learn from experts within the organization. Utilizing Viva Topics during onboarding can significantly enhance new employees' experiences by providing them with easy access to curated content related to their roles. It can surface helpful materials, documents, and even connect them with colleagues who have the expertise they might need, thereby supporting a smoother transition into the company. In contrast, while Microsoft Teams provides a collaborative environment where communication occurs, it does not focus specifically on knowledge management. Sharing information can happen within Teams, but it lacks the designated structure for surfacing the right knowledge at the right time. Yammer is primarily a social networking service designed for large organizations, focusing on community building and discussion, which is beneficial but might not be as efficient in delivering streamlined knowledge resources specifically for onboarding. Microsoft SharePoint serves as a document management and storage system with capabilities for collaboration, but it is not tailored specifically for creating a knowledge network in the way that Viva Topics does. SharePoint can host

6. Which solution should be recommended for security best practices involving network segmentation and encryption in Microsoft 365?

A. Firewall

B. Zero Trust

C. VPN

D. Cloud Access Security Broker

The recommendation for Zero Trust as a security best practice involving network segmentation and encryption in Microsoft 365 stems from the core principles of the Zero Trust model, which emphasizes the idea that no user or device should be trusted by default, regardless of whether they are inside or outside the network perimeter. This approach involves implementing strict access controls and continuous verification for every user and device trying to access resources, effectively segmenting the network based on identity and context. In terms of encryption, Zero Trust frameworks advocate for encrypting data both in transit and at rest, ensuring that sensitive information is protected from unauthorized access at all times. By adopting this model, organizations can create a more robust security posture that addresses the evolving threat landscape, particularly in cloud environments like Microsoft 365. While other solutions like firewalls, VPNs, and Cloud Access Security Brokers have their roles in securing networks and data, they do not provide the comprehensive and adaptive approach that the Zero Trust model offers. Firewalls control incoming and outgoing traffic based solely on predetermined security rules, and VPNs create a secure tunnel for data transmission but may not adequately address access control. Cloud Access Security Brokers serve as intermediaries that monitor and enforce security policies for cloud services but are limited in scope compared to the overarching principles of

7. What assistance does Microsoft Compliance Manager provide organizations?

A. It manages IT budgets and expenditures

B. It offers compliance training for employees

C. It helps manage compliance requirements

D. It automates customer service responses

Microsoft Compliance Manager plays a pivotal role in helping organizations manage their compliance requirements. It provides a comprehensive set of tools and resources that enable organizations to assess their compliance posture against various regulatory standards and frameworks. This includes the ability to conduct risk assessments, track compliance activities, and manage compliance documentation effectively.   With Microsoft's Compliance Manager, organizations can gain insights into their compliance status, receive actionable recommendations for improving compliance, and streamline the process of meeting regulatory obligations. This support is crucial for businesses looking to maintain adherence to laws such as GDPR, HIPAA, and other relevant standards, ultimately helping to mitigate legal risks and enhance governance practices. The other options, such as managing IT budgets, providing employee training, or automating customer service responses, do not reflect the primary functions of Compliance Manager, which are specifically centered around compliance management and regulatory adherence.

8. When choosing a productivity solution, which requirement should be prioritized for secure communication?

A. Support for anonymous users

B. Open content sharing

C. Access limited to valid company email addresses

D. Integration with social media

Prioritizing secure communication when choosing a productivity solution necessitates ensuring that access is controlled and restricted to a defined group of users. Limiting access to valid company email addresses helps to confirm the identity of users, thereby enhancing security. This measure reduces the risk of unauthorized access and ensures that sensitive information is shared only with authenticated individuals who are part of the organization. Support for anonymous users and open content sharing may facilitate collaboration but significantly compromise security, as they allow anyone to access or interact with the content without proper verification. Integration with social media, while potentially beneficial for outreach and marketing, does not inherently enhance the security of internal communications. Therefore, focusing on validating user identities through legitimate company email addresses stands out as the most effective approach to ensuring secure communication in a productivity solution.

9. What tool in Microsoft 365 is designed to automate business processes?

A. Microsoft Excel

B. Microsoft Power Automate

C. Microsoft OneDrive

D. Microsoft Word

The choice of Microsoft Power Automate as the tool designed to automate business processes is accurate because Power Automate is specifically built for creating automated workflows between applications and services. This automation can help sync files, get notifications, collect data, and more, streamlining various repetitive tasks and enhancing productivity across an organization. Power Automate allows users to set up triggers and actions based on defined conditions, enabling seamless connections between different applications in the Microsoft ecosystem and beyond. For example, a user could design a flow that automatically saves email attachments from Outlook to a designated folder in OneDrive, or one that updates a SharePoint list based on new entries in a Microsoft Forms survey. The other options, while valuable tools within Microsoft 365, do not focus on automation. Excel is primarily a spreadsheet application used for data analysis and calculations. OneDrive is a cloud storage service for file management and sharing. Word is a word processing application designed for creating text documents. Each of these tools serves different purposes and does not offer the same capabilities for automating business processes as Power Automate does.

10. What Desktop-as-a-Service solution provides a flexible consumption-based pricing model and includes Windows 7 virtual desktops with free extended security updates?

A. Windows 365 Business

B. Microsoft Azure Virtual Desktop

C. Remote Desktop Services

D. Microsoft Virtual Desktop

The correct answer is Microsoft Azure Virtual Desktop. This solution is known for its flexibility in terms of consumption-based pricing, allowing organizations to pay for what they use rather than committing to a fixed cost. This can be particularly advantageous for businesses that experience variable workloads or have fluctuating employee numbers. Additionally, Microsoft Azure Virtual Desktop supports the provisioning of Windows 7 virtual desktops and includes free extended security updates. This is important for organizations that may still rely on legacy applications that require Windows 7, ensuring they can continue operating securely while making necessary transitions to modern environments. With Azure Virtual Desktop, organizations also gain other advantages such as scalability, the ability to deploy various configurations quickly, integration with other Microsoft services, and comprehensive security features built into the Azure platform. These aspects make it a robust choice for businesses looking to implement a Desktop-as-a-Service solution.

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://microsoft365certifiedfundamentals-ms900.examzify.com

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