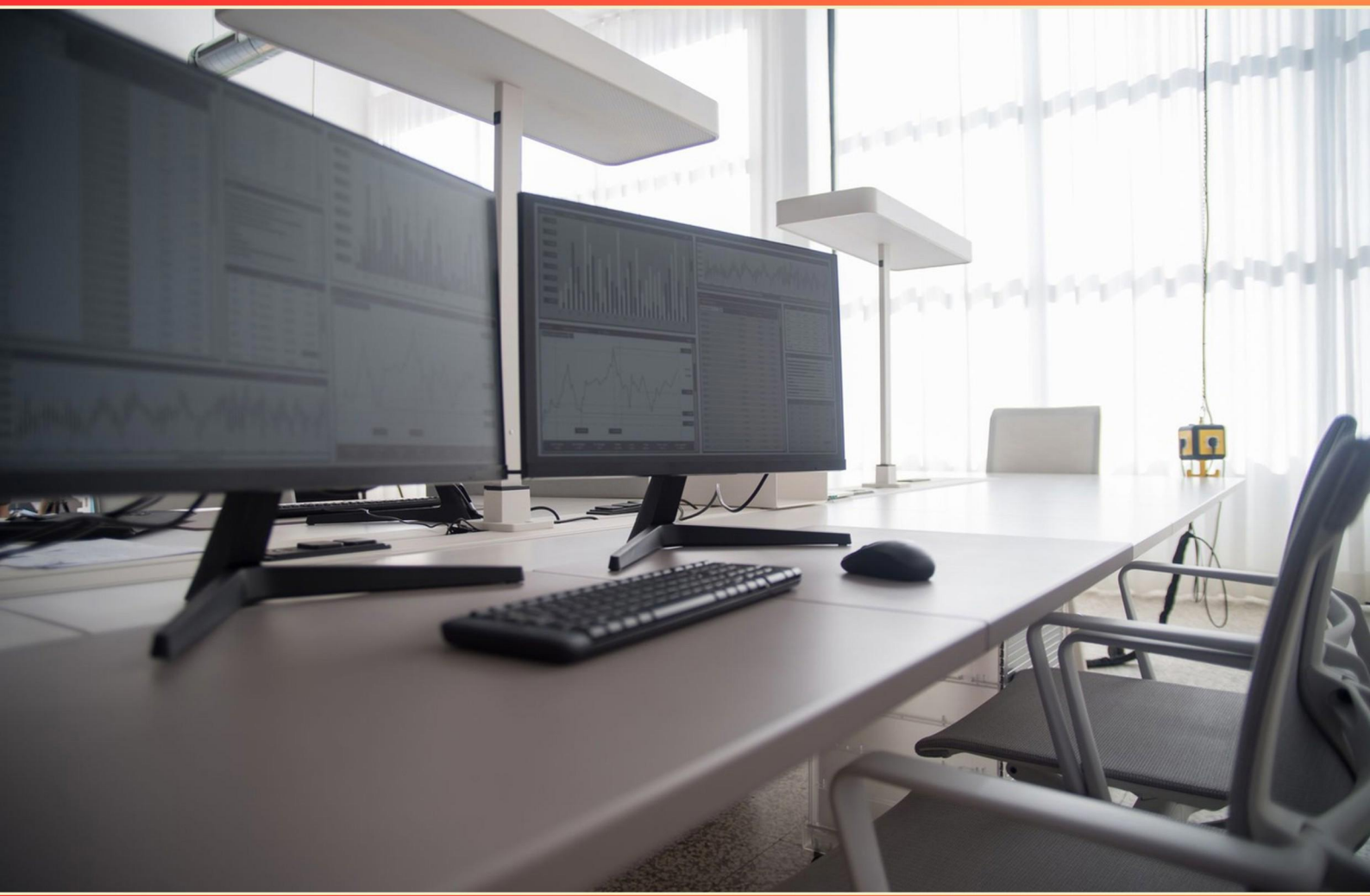
MICROSOFT 365 CERTIFIED FUNDAMENTALS (MS-900) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://microsoft365certifiedfundamentals-ms900.examzify.com

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. **Which application is designed specifically for note-taking in Microsoft 365?**

   A. Microsoft Excel

   B. Microsoft OneNote

   C. Microsoft PowerPoint

   D. Microsoft Outlook

2. **What is one benefit of using Microsoft 365 Groups?**

   A. Redefined email communication standards

   B. Enhanced collaboration through a unified workspace

   C. Elimination of file storage needs

   D. Increased individual productivity metrics

3. **What Microsoft Entra ID feature should be recommended to reduce password change requests from employees?**

   A. Two-Factor Authentication

   B. Self-Service Password Reset

   C. Password Expiration Policies

   D. Identity Protection

4. **What tool can help mitigate insider risks related to data leaks?**

   A. Microsoft Purview Data Loss Prevention

   B. Microsoft Defender for Endpoint

   C. Microsoft Azure Security Center

   D. Microsoft Intune

5. **In Microsoft 365, what is the function of Microsoft Intune?**

   A. To manage cloud storage solutions

   B. To oversee mobile devices and applications

   C. To develop marketing strategies

   D. To control network infrastructure

6. What is the role of Yammer in Microsoft 365?

A. Enterprise social networking and communication

B. Document management and storage

C. Email and calendar management

D. Project planning and tracking

7. What advantage does Microsoft 365 have over traditional software installations?

A. Requires no internet connection

B. Offers automatic updates and cloud accessibility

C. Higher cost for installation

D. Limited functionality compared to desktop software

8. Which Microsoft Defender service should a company use to protect against email threats?

A. Microsoft Defender for Identity

B. Microsoft Defender for Endpoint

C. Microsoft Defender for Office 365

D. Microsoft Defender for Cloud

9. Which solution should be recommended for security professionals to proactively search for undetected threats in Microsoft 365?

A. Monitoring

B. Hunting

C. Reporting

D. Auditing

10. What security feature includes control over user access and identity?

A. Microsoft Teams

B. SharePoint Online

C. Azure Active Directory

D. OneDrive for Business

Answers

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

Explanations

1. Which application is designed specifically for note-taking in Microsoft 365?

A. Microsoft Excel

B. Microsoft OneNote

C. Microsoft PowerPoint

D. Microsoft Outlook

Microsoft OneNote is specifically designed for note-taking within the Microsoft 365 suite. It provides a flexible and user-friendly environment for capturing thoughts, ideas, and various types of information. OneNote allows users to organize notes into notebooks, sections, and pages, making it easy to manage and retrieve information. It supports multimedia content, including text, images, audio, and even handwritten notes or drawings, which enhances the note-taking experience. In contrast, other applications in Microsoft 365 serve different primary functions. Microsoft Excel is primarily a spreadsheet application used for data analysis and manipulation. Microsoft PowerPoint is focused on creating presentations, delivering content in a visual format. Lastly, Microsoft Outlook is mainly used for email management and calendar functions, not for dedicated note-taking purposes. Each of these tools serves a distinct, specialized function, with OneNote being the clear choice for capturing and organizing notes effectively.

2. What is one benefit of using Microsoft 365 Groups?

A. Redefined email communication standards

B. Enhanced collaboration through a unified workspace

C. Elimination of file storage needs

D. Increased individual productivity metrics

Using Microsoft 365 Groups significantly enhances collaboration through a unified workspace. This feature allows users to bring together individuals from various departments or teams, facilitating seamless communication and teamwork in one central hub. Within a Microsoft 365 Group, members can easily share emails, calendar events, files, and notes, all in a single location. This cohesion not only improves efficiency but also strengthens relationships between team members by fostering an environment where everyone can contribute and access resources collaboratively. The other options touch on various aspects of workplace communication and productivity, but do not encapsulate the core strength of Microsoft 365 Groups. For example, while redefining email communication can benefit users, it does not directly pertain to the collaborative aspects that Groups emphasize. Additionally, although Microsoft 365 can aid in file management, it does not eliminate the need for storage as data still needs to be saved and managed effectively. Lastly, while using these groups could lead to higher productivity on an individual basis, the primary advantage lies in the collaborative features and unified workspace offered to teams as a whole.

3. What Microsoft Entra ID feature should be recommended to reduce password change requests from employees?

A. Two-Factor Authentication

B. Self-Service Password Reset

C. Password Expiration Policies

D. Identity Protection

Recommending Self-Service Password Reset is highly effective in reducing password change requests from employees. This feature empowers users to reset their passwords on their own without needing to contact the IT help desk or support team. By enabling employees to handle password resets independently, organizations can significantly decrease the volume of requests directed towards IT staff, thereby increasing overall productivity and efficiency within the workplace. This feature not only helps users regain access to their accounts quickly but also enhances the user experience, making it less frustrating when they encounter issues with their passwords. In contrast, the other features play different roles. Two-Factor Authentication reinforces security by requiring a second form of verification but does not directly address password management or the volume of password change requests. Password Expiration Policies dictate how often users must change their passwords, which may actually increase the number of change requests rather than reduce them. Identity Protection focuses on detecting potential vulnerabilities within user accounts and responding to threats, rather than specifically addressing password reset needs. Thus, Self-Service Password Reset stands out as the most effective solution for minimizing password change requests.

4. What tool can help mitigate insider risks related to data leaks?

A. Microsoft Purview Data Loss Prevention

B. Microsoft Defender for Endpoint

C. Microsoft Azure Security Center

D. Microsoft Intune

Microsoft Purview Data Loss Prevention (DLP) is specifically designed to identify and protect sensitive information across an organization, making it a suitable tool for mitigating insider risks related to data leaks. DLP policies enable organizations to monitor and control the sharing of sensitive data, such as Personally Identifiable Information (PII) or financial information, ensuring that employees adhere to compliance needs and prevent unintentional or malicious data exposure. Using DLP, organizations can set up rules that trigger alerts when sensitive data is being shared inappropriately, whether across email, cloud services, or on-premises networks. This active monitoring allows for swift action to be taken to prevent potential leaks, providing an essential layer of security against insider threats. In contrast, the other mentioned tools serve different roles. Microsoft Defender for Endpoint focuses on securing endpoints against external threats and attacks, rather than specifically addressing data loss prevention. Microsoft Azure Security Center provides security management and threat protection for Azure resources, but does not directly target insider risks. Microsoft Intune is primarily used for mobile device management and application management, helping secure employee devices, yet it doesn't have a targeted function for preventing data leaks in the context of insider risks. Therefore, Microsoft Purview Data Loss Prevention stands out as the most appropriate

5. In Microsoft 365, what is the function of Microsoft Intune?

A. To manage cloud storage solutions

B. To oversee mobile devices and applications

C. To develop marketing strategies

D. To control network infrastructure

Microsoft Intune plays a crucial role in managing mobile devices and applications within an organization. It is a cloud-based service specifically designed for mobile device management (MDM) and mobile application management (MAM). Intune enables organizations to ensure that devices accessing their corporate data are compliant with security policies, while also allowing for the secure deployment and management of applications. Through Intune, IT administrators can enforce security settings, manage apps, and safeguard data on employees' devices, regardless of whether these devices are owned by the company or are personal (a practice known as Bring Your Own Device, or BYOD). This functionality supports a flexible and secure work environment, essential in today's mobile-centric workplaces. The other options relate to different areas of IT management. Managing cloud storage solutions pertains to platforms like OneDrive or SharePoint, developing marketing strategies is a function usually associated with CRM or marketing tools, and controlling network infrastructure is typically handled by network management systems. However, none of these responsibilities align with the specific purpose of Microsoft Intune, which is focused primarily on device and application governance.

6. What is the role of Yammer in Microsoft 365?

A. Enterprise social networking and communication

B. Document management and storage

C. Email and calendar management

D. Project planning and tracking

Yammer serves a crucial role in Microsoft 365 as an enterprise social networking and communication tool. It is designed to facilitate open and collaborative conversations among employees, allowing organizations to create a more connected workplace. Unlike traditional email, Yammer encourages broader engagement and discussion by enabling users to participate in groups, share updates, and connect with colleagues across different departments and locations. Yammer complements other Microsoft 365 applications by making it easy to share knowledge, gather feedback, and foster community engagement, ultimately enhancing productivity and collaboration within an organization. By focusing on social networking, it helps break down silos and encourages real-time communication among teams, which is essential in today's fast-paced work environments. In contrast, the other options focus on specific functionalities that are not the core purpose of Yammer. Document management and storage relate more to SharePoint and OneDrive. Email and calendar management are the primary functions of Outlook. Project planning and tracking are typically handled by tools like Microsoft Planner and Project. Therefore, defining Yammer's role as enterprise social networking and communication aligns perfectly with its designed capabilities within Microsoft 365.

7. What advantage does Microsoft 365 have over traditional software installations?

A. Requires no internet connection

B. Offers automatic updates and cloud accessibility

C. Higher cost for installation

D. Limited functionality compared to desktop software

Microsoft 365's advantage over traditional software installations lies primarily in its provision of automatic updates and cloud accessibility. This means that users have instant access to the latest features, security patches, and improvements without needing to manually download and install updates. This automatic update feature significantly reduces the time and effort involved in software maintenance, ensuring that users always operate with the most current software version, enhancing productivity and security. Additionally, the cloud accessibility aspect allows users to access their applications and files from anywhere, on any device with internet connectivity. This promotes flexibility and collaboration, as multiple users can work simultaneously on documents and projects in real-time, regardless of their physical location. Such features are typically not available to the same extent in traditional software installations, which generally require users to be on the same device where the software is installed to access and work on files.

8. Which Microsoft Defender service should a company use to protect against email threats?

A. Microsoft Defender for Identity

B. Microsoft Defender for Endpoint

C. Microsoft Defender for Office 365

D. Microsoft Defender for Cloud

Microsoft Defender for Office 365 is specifically designed to protect against email threats. This service provides advanced security features that safeguard email environments from various types of threats, including phishing, malware, and other malicious attacks. By offering features such as threat intelligence, anti-phishing protection, and security monitoring, it ensures that organizations can effectively manage and mitigate email risks. In contrast, Microsoft Defender for Identity focuses on protecting on-premises Active Directory environments and identifying compromised identities. Microsoft Defender for Endpoint is tailored for endpoint protection to secure devices against attacks and malware. Microsoft Defender for Cloud is aimed at securing cloud resources and ensuring compliance in cloud environments. Each of these services has distinct roles, but for email threat protection specifically, Microsoft Defender for Office 365 stands out as the most relevant choice.

9. Which solution should be recommended for security professionals to proactively search for undetected threats in Microsoft 365?

A. Monitoring

B. Hunting

C. Reporting

D. Auditing

The solution that should be recommended for security professionals to proactively search for undetected threats in Microsoft 365 is hunting. Hunting refers to the proactive search for threats that may not be immediately detected by automated defenses. It involves analyzing data and logs, looking for anomalies or signs of malicious activity that traditional security measures may have missed. Hunting is crucial because cyber threats are continuously evolving, and relying solely on automated defenses can leave organizations exposed. Through hunting, security professionals can identify new tactics, techniques, and procedures employed by attackers and take steps to mitigate these threats before they can cause significant harm. This proactive approach is essential in maintaining a strong security posture within Microsoft 365 environments. Monitoring, while important for observing and analyzing real-time activities, typically focuses on identifying known threats and responding to incidents rather than actively seeking out hidden issues. Reporting involves generating and reviewing documentation on security events and incidents, which typically occurs after a threat has been detected. Auditing refers to the process of reviewing and examining activities and configurations for compliance or security best practices but does not inherently involve the proactive search for threats.

10. What security feature includes control over user access and identity?

A. Microsoft Teams

B. SharePoint Online

C. Azure Active Directory

D. OneDrive for Business

The correct answer is Azure Active Directory, which is a crucial component of Microsoft's cloud services that provides identity and access management. It enables organizations to manage user identities and control access to applications and resources securely. With Azure Active Directory, businesses can implement authentication mechanisms, define role-based access controls, and enforce security policies across their cloud environment. This enables organizations to ensure that only the right people have access to sensitive data and applications, while also allowing for easier management of user permissions and identities. Azure Active Directory supports multi-factor authentication, conditional access policies, and single sign-on capabilities, all essential for maintaining security in a cloud-based infrastructure. In contrast, while Microsoft Teams, SharePoint Online, and OneDrive for Business have their own security features and user access controls, they do not provide the comprehensive identity and access management capabilities specific to user identity handling that Azure Active Directory offers. These platforms rely on Azure Active Directory for authentication and may implement security protocols, but they do not primarily focus on user access and identity management like Azure Active Directory does.

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!