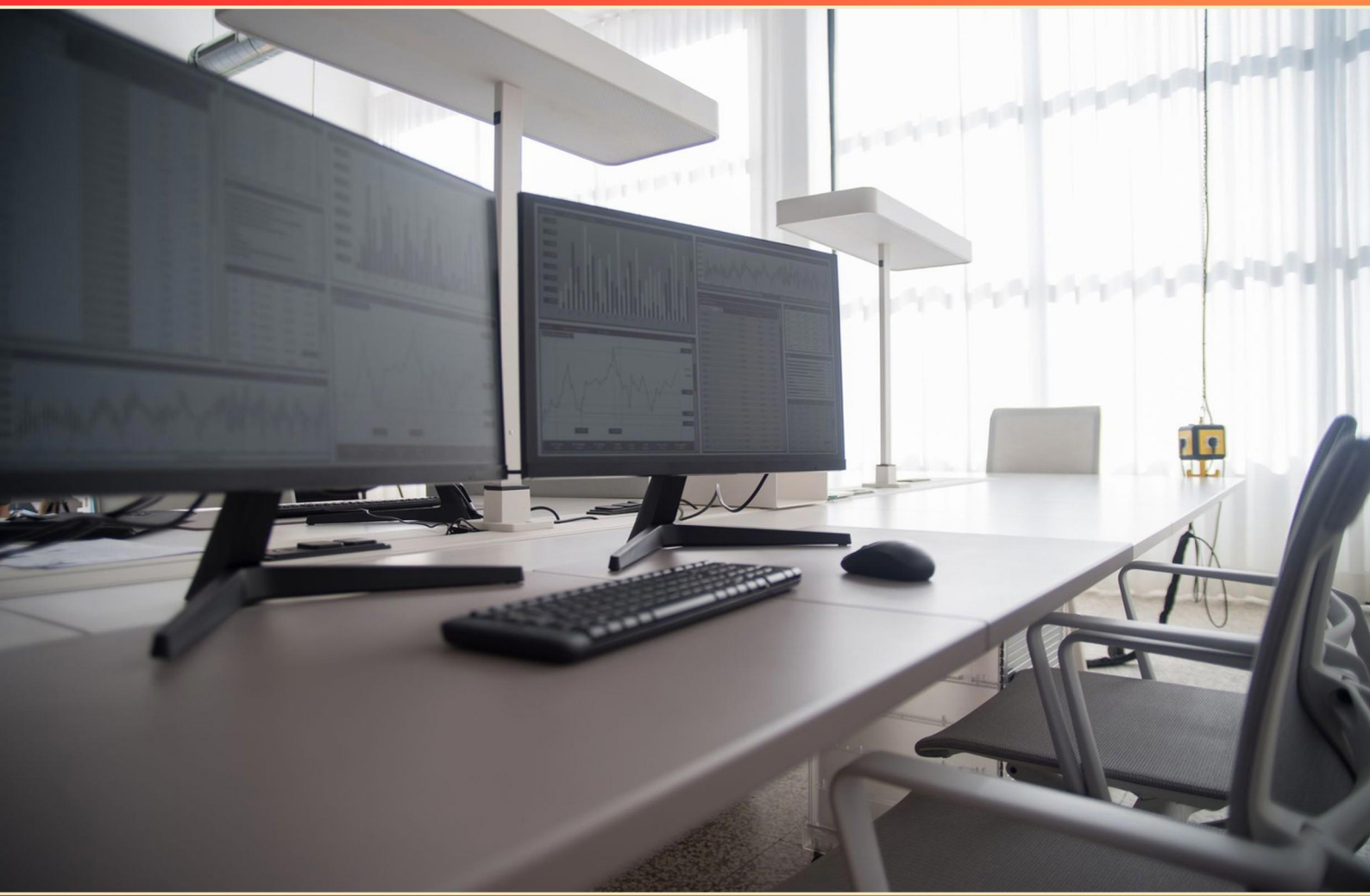
MICROSOFT 365 CERTIFIED FUNDAMENTALS (MS-900) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://microsoft365certifiedfundamentals-ms900.examzify.com

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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.

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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!

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Questions

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1. **Which tool is primarily used for conducting virtual meetings in Microsoft 365?**

   A. Microsoft Outlook

   B. Microsoft Teams

   C. Microsoft Word

   D. Microsoft SharePoint

2. **What solution supports employee well-being and productivity by providing insights into work habits and recommendations for improvement?**

   A. Microsoft Teams

   B. Microsoft 365 Insights

   C. Microsoft Viva Insights

   D. Workplace Analytics

3. **What is one characteristic of the Semi-Annual Enterprise Channel in Microsoft 365?**

   A. Frequent updates every month.

   B. Feature updates are delayed.

   C. Only security updates are provided.

   D. Available only to large enterprises.

4. **Which feature of Microsoft Viva Insights helps identify team work patterns that may lead to burnout?**

   A. Team Insights Dashboard

   B. Manager Insights

   C. Employee Appreciation Tools

   D. Workload Management Feature

5. **Which tool in the Microsoft 365 suite is primarily aimed at enhancing employee wellbeing and productivity?**

   A. Microsoft Planner

   B. Viva Insights

   C. Outlook

   D. Microsoft To Do

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6. Which administrative center should be recommended for viewing invoices and modifying payment methods in Microsoft 365?

A. Microsoft 365 Services Center

B. Microsoft 365 Admin Center

C. Microsoft Azure Portal

D. Microsoft SharePoint Admin Center

7. When using Microsoft 365, which solution allows for automatic provisioning based on user license assignments and minimizes maintenance effort?

A. Windows 365 Business

B. Windows 365 Enterprise

C. Microsoft Azure Virtual Desktop

D. Microsoft Teams

8. What is the difference between Microsoft 365 and Office 2019?

A. Microsoft 365 is a one-time purchase while Office 2019 is subscription-based

B. Microsoft 365 includes cloud features, while Office 2019 does not

C. Office 2019 is subscription-based while Microsoft 365 is a one-time purchase

D. Microsoft 365 has limitations on updates, while Office 2019 does not

9. What aspect of cloud computing allows resources to be available even during outages?

A. Scalability

B. High availability

C. Elasticity

D. Cost-effectiveness

10. What is a primary benefit of using cloud storage in Microsoft 365?

A. Limited access across devices

B. Enhanced collaboration and document sharing

C. Higher fees for additional storage

D. Mandatory use of company VPN

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Answers

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

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Explanations

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1. Which tool is primarily used for conducting virtual meetings in Microsoft 365?

A. Microsoft Outlook

B. Microsoft Teams

C. Microsoft Word

D. Microsoft SharePoint

Microsoft Teams is the primary tool for conducting virtual meetings within the Microsoft 365 suite. It is designed specifically for collaboration and communication, integrating various functionalities that support real-time interaction among participants. With Teams, users can schedule and join meetings, share screens, use chat features, and collaborate on documents within the same platform, which greatly enhances the virtual meeting experience. The other tools mentioned fulfill different roles within the Microsoft 365 ecosystem. Microsoft Outlook is mainly an email client and calendar tool, useful for scheduling and managing email communication, but it lacks the interactive meeting capabilities found in Teams. Microsoft Word is a word processing application focused on document creation and editing, not designed for meeting functionalities. Microsoft SharePoint serves as a platform for sharing documents and content management but does not provide dedicated features for conducting virtual meetings. Thus, Teams is the clear choice for facilitating online meetings effectively in the Microsoft 365 environment.

2. What solution supports employee well-being and productivity by providing insights into work habits and recommendations for improvement?

A. Microsoft Teams

B. Microsoft 365 Insights

C. Microsoft Viva Insights

D. Workplace Analytics

The solution that supports employee well-being and productivity by providing insights into work habits and recommendations for improvement is Microsoft Viva Insights. This tool is specifically designed to enhance the employee experience, offering personalized insights that help individuals and teams better understand their work patterns and areas where they can improve their productivity and well-being. Microsoft Viva Insights leverages data to deliver actionable recommendations for better managing work-life balance, enhancing collaboration, and improving overall job satisfaction. It provides insights into meeting habits, focus time, and the balance between work and personal time, which are critical for maintaining employee well-being in today's fast-paced work environments. While Workplace Analytics also offers insights focused on organizational productivity and collaboration, it is more geared towards leadership and organizational effectiveness rather than individual employee well-being. Similarly, Microsoft Teams is primarily a collaboration platform that facilitates communication and teamwork but does not specifically focus on providing personal work habit insights. Microsoft 365 Insights offers broader data-related features but does not specialize in the well-being aspect as comprehensively as Microsoft Viva Insights does.

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3. What is one characteristic of the Semi-Annual Enterprise Channel in Microsoft 365?

A. Frequent updates every month.

B. Feature updates are delayed.

C. Only security updates are provided.

D. Available only to large enterprises.

The Semi-Annual Enterprise Channel in Microsoft 365 is designed to provide organizations with a level of stability and predictability regarding updates. One key characteristic of this channel is that feature updates are indeed delayed compared to other channels, such as the monthly update cycle. This delay allows businesses to have more time to test new features and ensure compatibility within their enterprise environments before implementing them across their systems. By having updates released every six months, organizations can better manage their deployment schedules and ensure that their IT staff has sufficient time to prepare for the changes. This makes the Semi-Annual Enterprise Channel a preferred option for businesses that prioritize stability and minimize disruption in their operations.

4. Which feature of Microsoft Viva Insights helps identify team work patterns that may lead to burnout?

A. Team Insights Dashboard

B. Manager Insights

C. Employee Appreciation Tools

D. Workload Management Feature

The feature of Microsoft Viva Insights that helps identify team work patterns that may lead to burnout is the Manager Insights. This feature provides managers with visibility into their team's work patterns, collaboration habits, and overall employee well-being. By analyzing these insights, managers can recognize trends such as excessive overtime, lack of breaks, or limited time for focused work. This data is crucial because it enables managers to take proactive steps to support their team members, promote a healthier work-life balance, and prevent employee burnout, thus fostering a more productive and engaged workforce. The other options, while they offer useful features, do not specifically focus on identifying work patterns related to employee burnout. For instance, the Team Insights Dashboard provides aggregate data about team interactions but may not drill down into individual behaviors that contribute to burnout. Employee Appreciation Tools are beneficial for recognizing and rewarding employees but do not analyze work patterns. The Workload Management Feature helps in distributing and managing tasks but does not provide insights into the emotional or psychological aspects that can lead to burnout.

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5. Which tool in the Microsoft 365 suite is primarily aimed at enhancing employee wellbeing and productivity?

A. Microsoft Planner

B. Viva Insights

C. Outlook

D. Microsoft To Do

Viva Insights is a tool specifically designed to enhance employee wellbeing and productivity within the Microsoft 365 suite. It provides personalized insights and recommendations that foster improvements in work habits and help users achieve a healthier work-life balance. Through data-driven insights, it allows organizations to better understand employee behaviors, thereby enabling them to take proactive measures to support their workforce. Unlike other tools in the Microsoft 365 suite, such as Microsoft Planner, which is focused on task and project management, or Outlook, primarily used for email and calendar management, Viva Insights specifically targets the holistic view of employee engagement and satisfaction. It draws from various data sources and provides insights not only related to work efficiency but also to employee wellbeing, aligning closely with the modern approaches to workplace health and productivity. Microsoft To Do is a task management application that helps users plan their tasks but does not encompass the broader aspects of employee wellbeing that Viva Insights addresses. Therefore, Viva Insights stands out as the tool uniquely dedicated to enhancing both productivity and wellbeing among employees.

6. Which administrative center should be recommended for viewing invoices and modifying payment methods in Microsoft 365?

A. Microsoft 365 Services Center

B. Microsoft 365 Admin Center

C. Microsoft Azure Portal

D. Microsoft SharePoint Admin Center

The Microsoft 365 Admin Center is the correct choice for viewing invoices and modifying payment methods in Microsoft 365. This administrative center provides a centralized interface for managing various aspects of Microsoft 365 services, including users, licenses, subscriptions, and billing information. Specifically, it allows administrators to access financial transactions such as invoices and payment methods, enabling them to handle billing inquiries and update payment details easily. In contrast, the Microsoft 365 Services Center is focused more on service health and status updates rather than billing management. The Microsoft Azure Portal is designed for managing Azure resources and services, which is not the primary function of Microsoft 365 billing. Finally, the Microsoft SharePoint Admin Center is dedicated to managing SharePoint sites and settings, not billing or payment methods. Therefore, the Microsoft 365 Admin Center is the most appropriate tool for the administrative tasks related to invoices and payment adjustments within the Microsoft 365 ecosystem.

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7. When using Microsoft 365, which solution allows for automatic provisioning based on user license assignments and minimizes maintenance effort?

A. Windows 365 Business

B. Windows 365 Enterprise

C. Microsoft Azure Virtual Desktop

D. Microsoft Teams

The correct choice emphasizes the capabilities of Windows 365 Enterprise, particularly in the context of automatic provisioning based on user license assignments. Windows 365 Enterprise provides a streamlined approach to manage virtual desktop infrastructure by automating the assignment of cloud PCs. This means that when a user is assigned a specific license, Windows 365 Enterprise can automatically provision a virtual desktop tailored to that user's needs without requiring manual intervention, thereby reducing the administrative burden on IT teams. Additionally, with the integration of Azure Active Directory, Windows 365 Enterprise leverages user identities and groups to simplify user management. This ensures that as users are added or modified in the organization, their associated virtual desktops can also be provisioned or de-provisioned automatically based on their license assignments. This efficiency is key in environments where organizations need to scale and adapt quickly to changing workforce needs, minimizing ongoing maintenance efforts. Other choices, while relevant to virtualization and collaboration, do not focus on the automated provisioning aspect or the seamless integration with user licenses in the same manner. Windows 365 Business, for instance, is more suitable for small to medium-sized businesses with simpler needs. Microsoft Azure Virtual Desktop offers flexibility and scalability, but it typically requires a more hands-on management approach regarding provisioning and maintenance. Microsoft Teams is primarily

8. What is the difference between Microsoft 365 and Office 2019?

A. Microsoft 365 is a one-time purchase while Office 2019 is subscription-based

B. Microsoft 365 includes cloud features, while Office 2019 does not

C. Office 2019 is subscription-based while Microsoft 365 is a one-time purchase

D. Microsoft 365 has limitations on updates, while Office 2019 does not

The distinction between Microsoft 365 and Office 2019 is significant, particularly regarding their functionality and offerings. Microsoft 365 is designed as a subscription-based service that provides access to a suite of productivity applications and services that are continually updated. This subscription model incorporates cloud features, such as cloud storage through OneDrive and the ability to collaborate in real-time on documents using applications like Word, Excel, and PowerPoint online. These cloud features enhance productivity and collaboration, allowing users to access their documents and applications from virtually any device with internet connectivity. In contrast, Office 2019 is a standalone version that is purchased as a one-time payment. While it includes essential applications, it does not come with the same breadth of features or ongoing updates that come with Microsoft 365. Users of Office 2019 receive security updates and bug fixes, but they do not receive feature updates that are part of the developing capabilities in Microsoft 365. Consequently, Office 2019 lacks the integrated cloud services and collaborative tools which are a core aspect of the Microsoft 365 experience. The correct answer highlights the significant advantage of Microsoft 365 in offering cloud features, which enhances the overall user experience compared to the more traditional Office 2019, which is limited to the features available

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9. What aspect of cloud computing allows resources to be available even during outages?

A. Scalability

B. High availability

C. Elasticity

D. Cost-effectiveness

High availability is a critical aspect of cloud computing that ensures resources are accessible and operational even during outages or failures. This is achieved through the use of redundant systems, load balancing, and failover mechanisms that allow for continuous service delivery. High availability focuses on minimizing downtime and ensuring that applications and services remain functional, providing users with seamless access despite potential disruptions. In contrast, scalability refers to the ability of a system to handle increased loads by adding or removing resources as needed, without guaranteeing uninterrupted service. Elasticity also pertains to the dynamic allocation of resources based on immediate demand but does not necessarily address outages. Cost-effectiveness relates to the financial benefits of using cloud services, but it does not speak to the operational reliability during times of failure. High availability, therefore, is the definitive feature that directly addresses maintaining service continuity during outages.

10. What is a primary benefit of using cloud storage in Microsoft 365?

A. Limited access across devices

B. Enhanced collaboration and document sharing

C. Higher fees for additional storage

D. Mandatory use of company VPN

Enhanced collaboration and document sharing are key benefits of using cloud storage in Microsoft 365. This platform allows multiple users to access, edit, and share documents in real-time from any location, provided they have internet access. Users can work together on documents using applications like Word, Excel, and PowerPoint, enabling seamless teamwork regardless of where individuals are physically located. The cloud storage architecture also ensures that all changes are saved automatically and that the most up-to-date version of the document is available to all collaborators, facilitating efficient collaboration and reducing the risk of version control issues. In contrast, limited access across devices would negate one of the fundamental advantages of cloud storage, which is the ability to access files from any device, whether it's a computer, tablet, or smartphone. Higher fees for additional storage would suggest a disadvantage rather than a benefit, as users ideally look for cost-effective solutions. Lastly, mandating the use of a company VPN could restrict mobility and create barriers for access, which contradicts the flexibility that cloud services aim to provide.

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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!

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