

# MS-900<sup>Q&As</sup>

Microsoft 365 Fundamentals

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**QUESTION 1**

**HOTSPOT**

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

NOTE: Each correct match is worth one point.

Hot Area:

**Answer Area**

Statements	Yes	No
MyAnalytics recommends outstanding tasks based on emails that you have received in the last 14 days	<input type="radio"/>	<input type="radio"/>
MyAnalytics recommends scheduling email delivery based on the working hours of the recipient	<input type="radio"/>	<input type="radio"/>
Workplace MyAnalytics recommends shortening one-hour meetings that you schedule by 15 minutes	<input type="radio"/>	<input type="radio"/>

Correct Answer:

**Answer Area**

Statements	Yes	No
MyAnalytics recommends outstanding tasks based on emails that you have received in the last 14 days	<input checked="" type="radio"/>	<input type="radio"/>
MyAnalytics recommends scheduling email delivery based on the working hours of the recipient	<input checked="" type="radio"/>	<input type="radio"/>
Workplace MyAnalytics recommends shortening one-hour meetings that you schedule by 15 minutes	<input checked="" type="radio"/>	<input type="radio"/>

Reference: <https://docs.microsoft.com/en-us/viva/insights/personal/use/mya-notifications#suggested-outstanding-tasks>

**QUESTION 2**

A company is evaluating Microsoft 365 Apps.

The company needs to track all travel reservations and itineraries for its team members by project in a single file. Each project must have its own tab.

You need to recommend the correct solution for the company.

Which solution should you recommend?

- A. Microsoft Access
- B. Microsoft OneNote
- C. Microsoft Word
- D. Microsoft OneDrive
- E. Microsoft Publisher

Correct Answer: B

With OneNote, you can easily keep everything you need for your trip, organized and with you. Create sections for different needs such as brainstorming, travel notes, itineraries, and more.

Reference: <https://support.microsoft.com/en-us/office/plan-a-trip-or-a-vacation-2d3a348c-42be-4e5b-ad18-8fd9de453fc2>

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### QUESTION 3

#### HOTSPOT

An organization migrates to Microsoft 365. The company has an on-premises infrastructure that includes Exchange Server and Active Directory Domain Services. Client devices run Windows 7.

You need to determine which products require the purchase of Microsoft 365 licenses for new employees.

Which product licenses should the company purchase? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

Hot Area:

## Answer Area

Product license	License required
Windows 10 Pro Upgrade	<input type="checkbox"/> Required <input type="checkbox"/> Not required
Microsoft Office Professional	<input type="checkbox"/> Required <input type="checkbox"/> Not required
Windows Server	<input type="checkbox"/> Required <input type="checkbox"/> Not required
Microsoft Exchange Client Access	<input type="checkbox"/> Required <input type="checkbox"/> Not required

Correct Answer:

## Answer Area

Product license	License required
Windows 10 Pro Upgrade	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not required
Microsoft Office Professional	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required
Windows Server	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required
Microsoft Exchange Client Access	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required

References: <https://docs.microsoft.com/en-us/microsoft-365/enterprise/migration-microsoft-365-enterprise-workload#result>

### QUESTION 4

A company is planning to use Microsoft 365 Defender.

The company needs to protect Windows 10 client computers from malicious viruses. The company also needs to identify unauthorized cloud apps that are used by end users.

You need to identify the Microsoft 365 Defender solutions that meet the requirements.

Which two solutions should you choose? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

- A. Microsoft Defender for Identity
- B. Microsoft Defender for Endpoint
- C. Microsoft Defender for Office 365
- D. Microsoft Cloud App Security

Correct Answer: BD

**QUESTION 5**

**HOTSPOT**

Your company uses Microsoft Teams.

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

NOTE: Each correct selection is worth one point.

Hot Area:

Statements	Yes	No
You can translate a message into another language in Teams.	<input type="radio"/>	<input type="radio"/>
You can use #mentions to notify another user in a channel conversation or in a Teams chat.	<input type="radio"/>	<input type="radio"/>
You can mark a message as important or urgent in Teams.	<input type="radio"/>	<input type="radio"/>

Correct Answer:

Statements	Yes	No
You can translate a message into another language in Teams.	<input checked="" type="radio"/>	<input type="radio"/>
You can use #mentions to notify another user in a channel conversation or in a Teams chat.	<input type="radio"/>	<input checked="" type="radio"/>
You can mark a message as important or urgent in Teams.	<input checked="" type="radio"/>	<input type="radio"/>

Box 1: Yes

In Teams for personal and small business use, you can translate chat messages in a variety of languages. By default, messages will be translated into the UI language. If you change the default language in your settings, the messages you

select for translation will be translated into that language.

Box 2: No

To use people mentions, type the @ sign and the person's name you want to mention. @mentions in work item fields will generate email notifications like what it does for comments.

To use work item mentions, type the # sign followed by the work item ID or title. #mentions will create a link between the two work items.

To use PR mentions, add a ! followed by your PR ID or name.

Note: Mention people, work items and PRs in text fields

As we listened to your feedback, we heard that you wanted the ability to mention people, work items, and PRs in the work item description area (and other HTML fields) on the work item and not just in comments. Sometimes you are

collaborating with someone on a work item, or want to highlight a PR in your work item description, but didn't have a way to add that information. Now you can mention people, work items, and PRs in all long text fields on the work item.

Box 3: Yes

You can mark a message as important or urgent in Teams.

To help make sure your message gets noticed, mark it as important or urgent.

To do this, select Set Delivery Options Mark as important button beneath the compose box, and then select Important or Urgent.

This adds the word IMPORTANT! or URGENT! to your message. Once in the message, you can include files, links, or pictures — whatever is needed to get your point across.

Reference: <https://support.microsoft.com/en-us/office/translate-a-message-in-teams-38fc7175-260a-49a4-99a9-526c6ceb13af>

<https://docs.microsoft.com/en-us/azure/devops/release-notes/2019/sprint-156-update>

<https://support.microsoft.com/en-us/office/mark-a-message-as-important-or-urgent-in-teams-ea99d5b6-1317-4550-8d75-86ff14cd4462>

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