



Microsoft 365 Fundamentals

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QUESTION 1

You are employed as a Microsoft 365 administrator. Your company plans to make use of MyAnalytics.

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

Which of the following are features of MyAnalytics? (Choose all that apply.)

- A. It can only be acquired as an added reference-on license.
- B. It provides team work and collaboration metrics.
- C. It is included in the Office 365 ProPlus license.
- D. It provides employee work and collaboration metrics

Correct Answer: D

QUESTION 2

DRAG DROP

You are investigating Microsoft 365 services and capabilities.

Match each scenario to its Microsoft 365 service. To answer, drag the appropriate Microsoft 365 service from the column on the left to its scenario on the right. Each Microsoft 365 service may be used once, more than once, or not at all.

NOTE: Each correct match is worth one point.

Select and Place:



Microsoft	365 services
Exchange Online	Microsoft Teams
	Microsoft Stream
Users need to communicate a	in email, use a calendar,
and store contacts.	Microsoft 365 service
Users need a central hub f and calling.	or meetings, chat, content,
	Microsoft 365 service

Correct Answer:

Microsoft	365	services
		Microsoft Stream
Users need to communicate	in e	mail. use a calendar.
and store contacts.		Exchange Online
Users need a central hub f and calling.	or n	Microsoft Teams



QUESTION 3

You need to ensure that the process by which users sign in to Microsoft 365 confirms the identity of the user. Which feature should you use?

- A. mobile application management (MAM)
- B. Advanced Threat Protection (ATP)
- C. Multi-Factor Authentication (MFA)
- D. data loss prevention (DLP) policies
- Correct Answer: C

Multi-Factor Authentication (MFA) is a two-step identity verification system that can be used to authenticate users.

Reference: https://docs.microsoft.com/en-us/azure/active-directory/authentication/concept-mfa-howitworks

QUESTION 4

You are the Microsoft 365 administrator for a company.

You install Microsoft Office 365 ProPlus on five devices.

You deactivate the Microsoft Office 365 ProPlus license on one device.

- Which task can you perform on the deactivated device?
- A. Edit a column
- B. Create a document
- C. Co-author a document
- D. View a document

Correct Answer: D

When you deactivate a Microsoft Office 365 ProPlus license, Office 365 ProPlus remains installed on the computer, but you can only view and print documents. All features for editing or creating new documents are disabled.

Note:

There are several versions of this question in the exam. The question has two possible correct answers:

1.

View a document

2.



Print a document

Other incorrect answer options you may see on the exam include the following:

1.

Leave a comment in a document.

2.

Start a new document from a template.

3.

Set properties on a document.

4.

Create a document

5.

Edit a document

6.

Co-author a document

7.

Edit a column

Reference: https://docs.microsoft.com/en-us/deployoffice/overview-of-licensing-and-activation-in-office-365-proplus

QUESTION 5

HOTSPOT

A company is evaluating ways to improve their productivity by using Microsoft 365.

You need to determine the correct productivity feature.

Select the answer that correctly completes the sentence.

Hot Area:



A company can view a team's work patterns, such as regular after-hours work, by using

Manager insights	
Personal insights	
Application insights	
Leader insights	
Customer insights	

Correct Answer:

A company can view a team's work patterns, such as regular after-hours work, by using

Manager insights	
Personal insights	
Application insights	
Leader insights	
Customer insights	

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