

## Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

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1. You use Office 365 products at work, and you feel that a personal subscription would also be useful. You intend to use it on a laptop that you have owned for some time and the only concern you have is that the laptop will not be suitable to run Office 365. What are the requirements for Microsoft 365?

1 / 1 point

Select all options that apply.

☒ The laptop needs to have internet access.

☒ **Correct**

Office 365 subscriptions allow access to cloud storage and a range of collaboration features available through the internet. You may decide not to use these, but it is still important that the laptop can be connected to the internet at least once every 30 days. This is necessary so that Microsoft can verify that your subscription is still current.

☐ The laptop must have Microsoft Edge set as the default browser.

☒ The laptop needs to be running Windows 8 or Windows 10 operating system.

☒ **Correct**

These are the minimum requirements for the operating system to be able to run Microsoft 365 and download and use the apps.

2. You have confirmed that the laptop has the correct specifications to run Office 365 and begin to research the subscriptions available. You notice that some allow you to download desktop versions of the software you are familiar with from work such as Word, Excel, and PowerPoint but that some only give you access to the online version of these programs. What should you keep in mind when making your decision?

1 / 1 point

Select all options that apply.

☒ The online versions of Word, Excel, and PowerPoint will not include all the tools and features you are familiar with from using them in the work environment.

☒ **Correct**

The online versions of these programs are designed to be used on a wide range of devices such as phones and tablets. As these may not have the same capabilities as laptops or desktop computers, some of the features which require a lot of processing power are not available in the online versions.

☐ You will not be able to collaborate with colleagues on files that are created using the online versions.

☒ There are some software packages such as Access and Publisher which are only available in the desktop versions.

☒ **Correct**

The online version of Office 365 is designed to be used on a wide range of devices such as phones and tablets. As these may not have the same capabilities as laptops or desktop computers, applications which require a large amount of processing power such as Access or Publisher are only available as desktop versions. They would not be part of a subscription that only offered the online version of Office 365.

3. You have been using your personal Microsoft 365 account for some time and decide that, for security reasons, you should change the password. Which of the following are true about passwords in Office 365?

1 / 1 point

Select all options that apply.

☐ It should include your username.

☒ It is case-sensitive.

☒ **Correct**

All Microsoft passwords are case-sensitive, so it is important to remember where you have used capitalization.

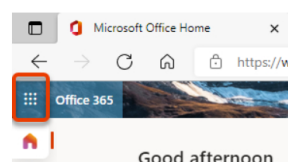
☒ There must be a minimum of 8 characters.

☒ **Correct**

The password can be any length between 8 and 256 characters.

4. What does the highlighted option on the Microsoft 365 Home Page allow you to do?

1 / 1 point


☐ Download the desktop version of the Office Applications.

☐ Access the files that you have in the cloud storage that came with the subscription.

- ☒ See all the applications available in your subscription.

✔ **Correct**

The vertical row of icons down the left side of the Microsoft 365 Home page shows the most used applications. This **App Launcher** button will show a full list of applications available with your subscription. Remember, new apps are released regularly and will be visible here.

5. Which of the following features are available in Teams?

1 / 1 point

Select all options that apply.

- ☒ Calls

✔ **Correct**

You can use Teams to make an audio or a video call to someone else who has Teams. The call is made over the internet.

- ☐ Email

- ☒ Chat

✔ **Correct**

The chat area in Teams is instant messaging. It allows you to have informal conversations with an individual or groups of people.

- ☒ Calendar

✔ **Correct**

Teams has a calendar feature. If you also use Outlook, the calendar in Teams will normally sync with it.

- ☒ File Storage

✔ **Correct**

OneDrive in Office 365 is for personal storage and the files in your OneDrive are private to you unless you share them with someone else. Files that are stored in the **Files** area of Teams are accessible to all members of the Team.

6. If the organization you work for uses Microsoft 365 and you also have a personal subscription, can you transfer files between your work OneDrive and your personal OneDrive?

1 / 1 point

- ☐ Yes

- ☒ No

✔ **Correct**

Organizations use a version of OneDrive known as OneDrive for Business. It provides additional tools that are not available with personal OneDrive. You cannot connect the two together so it would not be possible to transfer files.

7. You have many files that you would like to move **to OneDrive to save space on your laptop. They are all stored in a single folder. How can you move them to OneDrive?** (Select all that apply.)

1 / 1 point

- ☐ Right-click on the folder name in the file explorer window and choose the **Send To** option.

- ☒ Choose the **Upload Folder** choice in the **OneDrive** window.

✔ **Correct**

There are two choices on the **Upload** drop-down in the **OneDrive** window, Folder and File. If you choose **Folder**, then the folder and all its contents are uploaded to OneDrive.

- ☒ Drag and drop the folder from the file explorer window to the OneDrive window.

✔ **Correct**

Dragging a folder from the file explorer window into the OneDrive window will automatically begin the upload process. The folder and all its contents will be uploaded.

8. When you share a file with someone using OneDrive for Business, they receive an email containing a link to the file. When they click on the link, what are they opening?

1 / 1 point

- ☒ The original file on your OneDrive.

- ☐ A copy of the file you shared.

✔ **Correct**

**The Share Link** allows the recipient to open and work with the original file in your **OneDrive**. It does not allow them to see anything else in OneDrive and you can revoke the **Share permission** at any point to deny them further access.