

Introduction to the Microsoft 365 Fundamentals (MS-900) Exam

The MS-900 Exam and How to Prepare for It



Vlad Catrinescu

Microsoft MVP

@vladcatrinescu <https://VladTalksTech.com>



Overview



Benefits of getting Microsoft 365 certified

MS-900 exam overview

Learning materials



Benefits of Microsoft 365 Certified



Why Get Certified?

91%

of certified IT professionals say certification gives them more professional credibility.

94%

of decision makers agree certified employees provide added value.

52%

of certified IT professionals say their expertise is more sought after within their organization.



Why Get Certified?

28% of technical professionals
said getting certified led to
salary or wage increases

21% of technical professionals
reported **job promotions**



Why Get Microsoft 365 Certified?

345M

Microsoft currently has **345 million** paid Office 365 subscribers

90%

Over **90% of the Fortune 500** companies have purchased Microsoft 365 for their organization

270M

Over **270 million** users are using Microsoft Teams every month



Microsoft 365 Is a Gartner Leader In Many Categories

Figure 1: Magic Quadrant for Content Services Platforms



Source: Gartner (October 2021)

<https://spvlad.com/3PWhivw>

Figure 1: Magic Quadrant for Unified Communications as a Service, Worldwide



Source: Gartner (October 2021)

<https://spvlad.com/3oqScsT>



The Microsoft 365 Certification Portfolio



**1 fundamentals
level
certification**



**5 associate level
certifications**



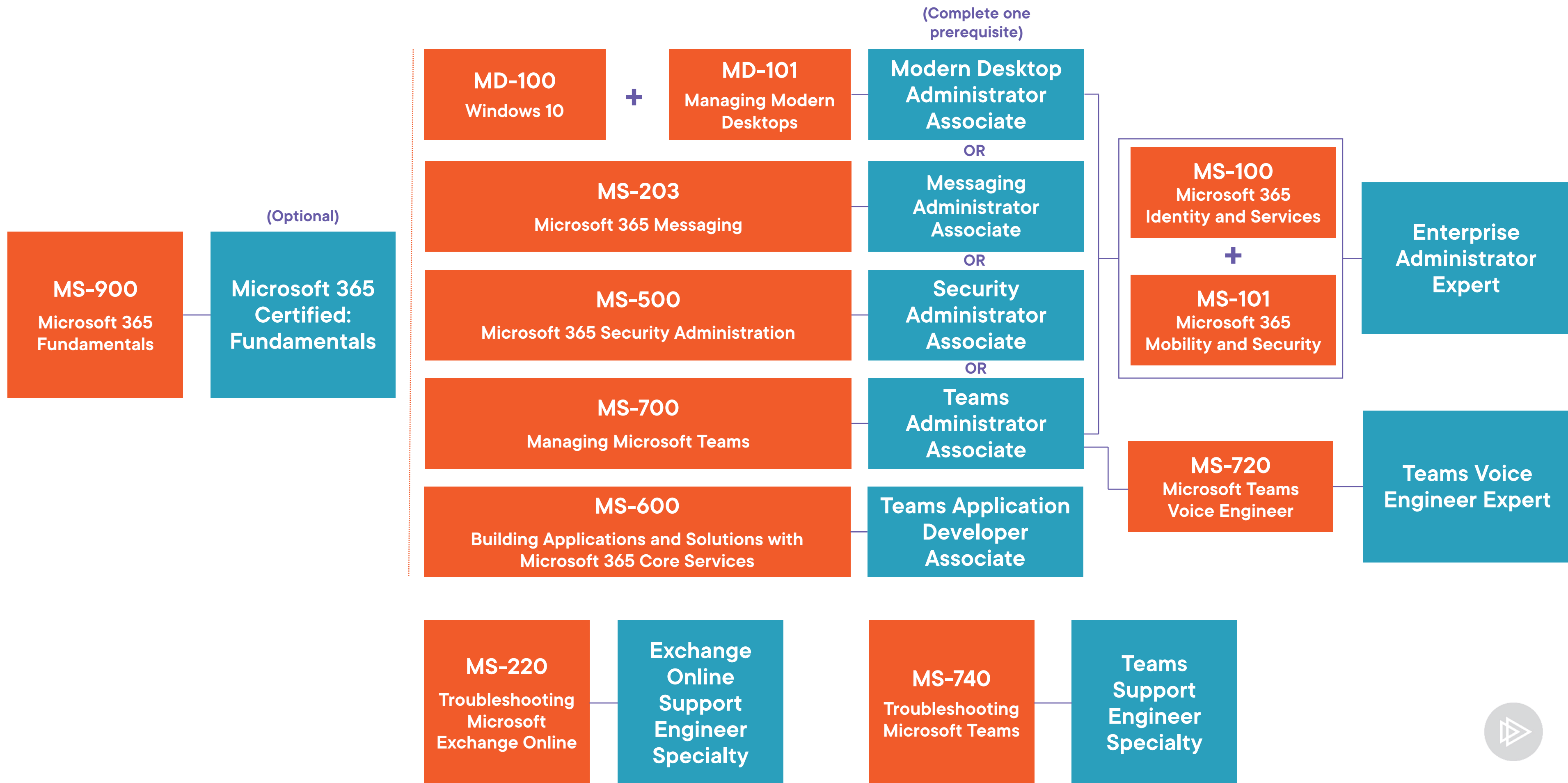
**2 expert level
certifications**



**2 specialty level
certifications**



Microsoft 365 Certifications at a Glance



MS-900 Exam Overview



This exam is designed for candidates looking to demonstrate foundational-level knowledge of Software as a Service (SaaS) solutions to facilitate productivity on-site, at home, or a combination of both. Candidates may have knowledge of cloud-based solutions or may be new to Microsoft 365. Candidates can use this exam to prepare for other Microsoft certifications, but it is not a prerequisite for any of the related certifications.



Microsoft 365 Certified: Fundamentals



Measures your ability to

- Describe cloud concepts
- Describe core Microsoft 365 services and concepts
- Describe security, compliance, privacy, and trust in Microsoft 365
- Describe Microsoft 365 pricing and support



Exam Details



Exam Cost – 99\$ USD



Fundamentals certifications do not expire



3 American Council on Education (ACE) Credits

<https://docs.microsoft.com/en-us/learn/certifications/college-credit>



Exam Details

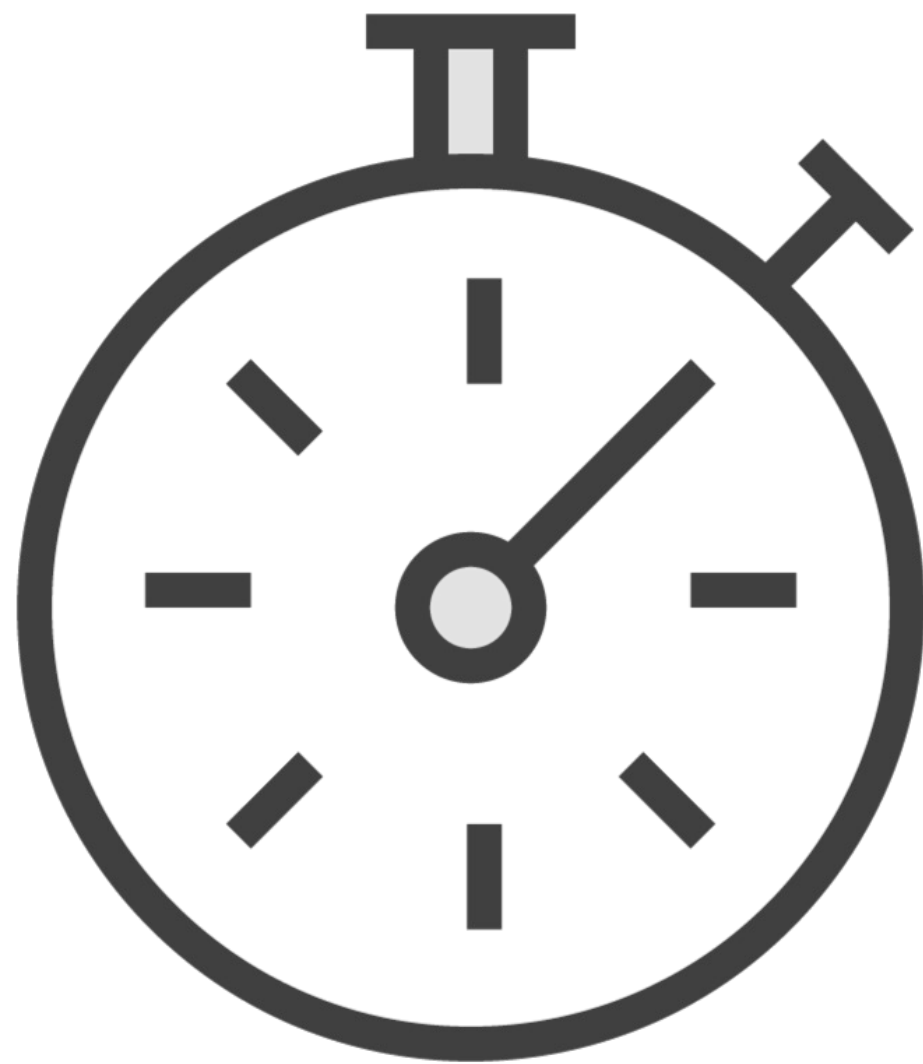
45 Minutes

(Plan for 65 minutes)

40–60 questions



Wait – One Question Per Minute?



For fundamental exams – Yes

Expect short questions

- **More on types of questions up next 😊**

Microsoft allows you to mark questions for review later

- **Use this functionality if you're not sure and want to spend more time on it at the end**
- **Allows you to better manage time**



Skills Measured

Describe cloud concepts (10-15%)

Describe core Microsoft 365 services and concepts (50-55%)

Describe security, compliance, privacy, and trust in Microsoft 365 (15-20%)

Describe Microsoft 365 pricing and support (10-15%)



Skills Measured

Describe cloud concepts (10-15%)

Describe core Microsoft 365 services and concepts (50-55%)

Describe security, compliance, privacy, and trust in Microsoft 365 (15-20%)

Describe Microsoft 365 pricing and support (10-15%)



What Does “Describe” Mean?

You **do not** need to know how to **configure, manage, or implement** features – you need to know **what the features are** and what business problems they solve.

The goal of this exam is for you to understand what productivity challenges can be solved by what Microsoft 365 solution. This is why it's a great learning challenge for everyone working in the Microsoft ecosystem.



Skills Measured

Always review the detailed Skills measured Part of the new Microsoft Learn Study Guide

Provides you the full list of tools and objectives you need for the exam

This is your checklist of things to study!

Describe cloud concepts (10–15%)

Describe the different types of cloud services available

- Describe Microsoft SaaS, IaaS, and PaaS offerings
- Cloud-based productivity solutions for organizations and individuals
- Describe differences between Office 365, Microsoft 365, and Windows 365

Describe the benefits of and considerations for using cloud, hybrid, or on-premises services

- Describe public, private, and hybrid scenarios
- Compare advantages of cloud-based services versus on-premises services
- Identify factors that drive organizations to move to the cloud
- Describe hybrid working strategies, flexible working strategies, and frontline workers

Describe core Microsoft 365 services and concepts (50–55%)

Describe productivity solutions in Microsoft 365

- Describe the core productivity and teamwork capabilities in Microsoft 365 including Microsoft Outlook and Microsoft Exchange, Microsoft 365 apps, and OneDrive
- Describe Microsoft 365 Apps including Word, Excel, PowerPoint, Outlook, and OneNote
- Describe work management capabilities in Microsoft 365 including Project, Planner, Bookings, and ToDo (Tasks)
- Describe business class email and calendaring solutions with Microsoft Exchange



Question Types in Microsoft Exams



There are 10 types of questions you can find on a Microsoft exam

- **Active screen**
- **Best answer**
- **Build list**
- **Case studies**
- **Drag and drop**
- **Hot area**
- **Multiple choice**
- **Repeated answer choices**
- **Short answer**
- **Labs**





Videos of all question types

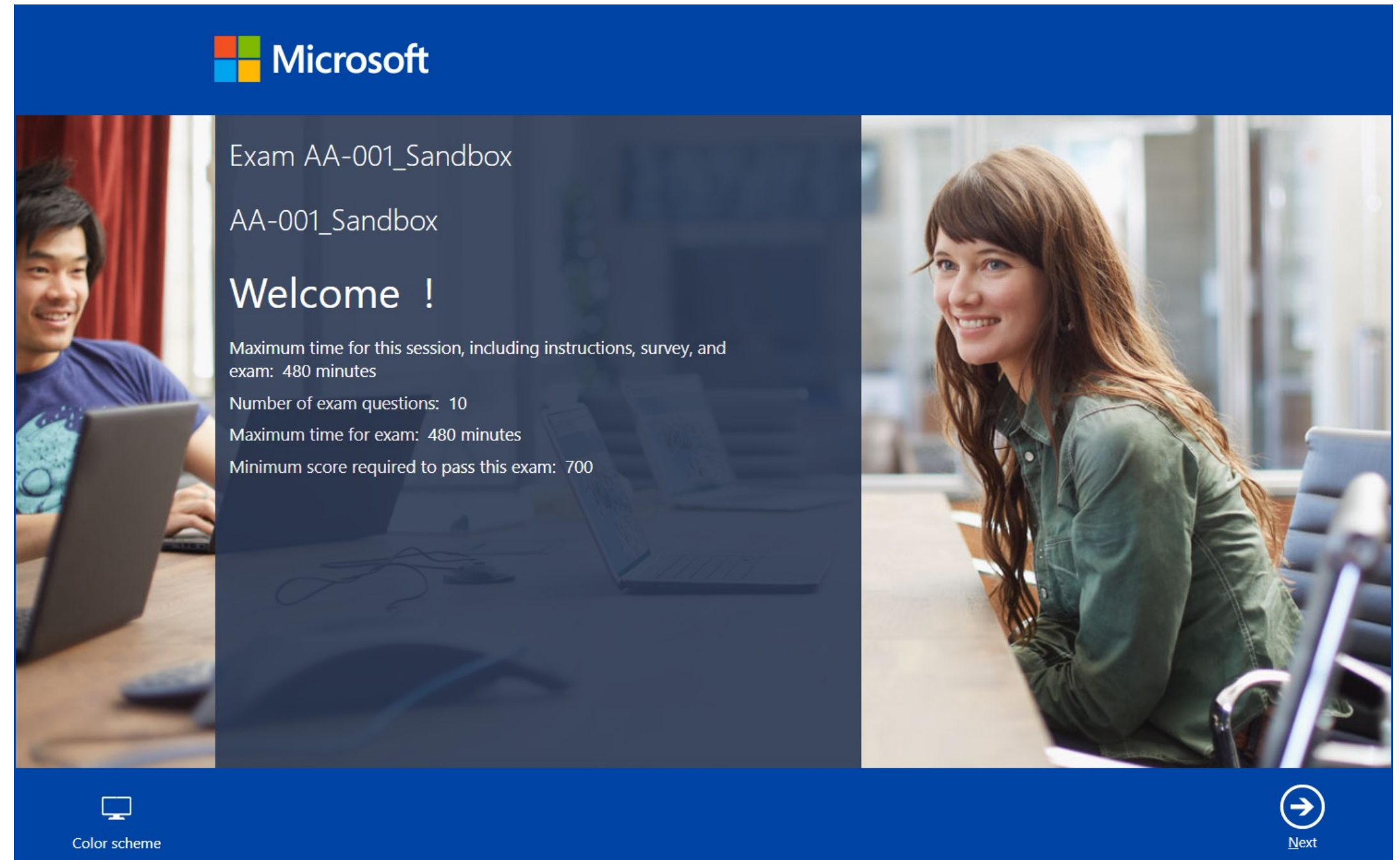
Question types on Microsoft exams

<https://docs.microsoft.com/en-us/learn/certifications/exam-duration-question-types#question-types-on-exams>

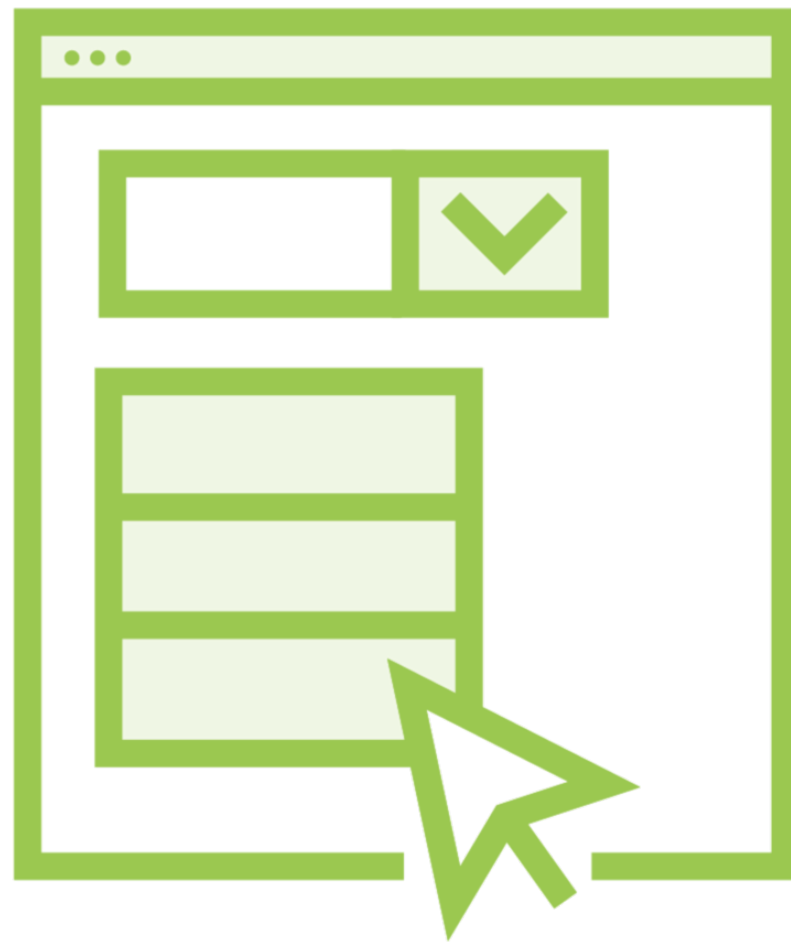


**Get used to the exam
interface in the Microsoft
exam sandbox**

<https://aka.ms/examdemo>



Registering for the Exam



Register for the exam

- <https://docs.microsoft.com/en-us/certifications/exams/ms-900>
- At an authorized testing center or at home (proctored)



Two Exam Providers for the MS-900

Pearson VUE

Certiport
For students or instructors



Only Pearson VUE is a provider for Associate & higher exams



Demo



Reading the skills measured
Trying out the exam sandbox



Learning Materials



MS-900 Learning Path on Pluralsight



PLURALSIGHT

Study for the exam using the Pluralsight certification path

MS-900 path includes 4 courses

- This one 😊**
- 3 courses that cover the content**



MS-900 Certification Path



PLURALSIGHT

Introduction to the Microsoft 365 Fundamentals (MS-900) Exam



PLURALSIGHT

Microsoft 365 Cloud Concepts

Describe cloud concepts

Describe Microsoft 365 pricing and support



PLURALSIGHT

Microsoft 365 Services and Concepts

Describe core Microsoft 365 services and concepts



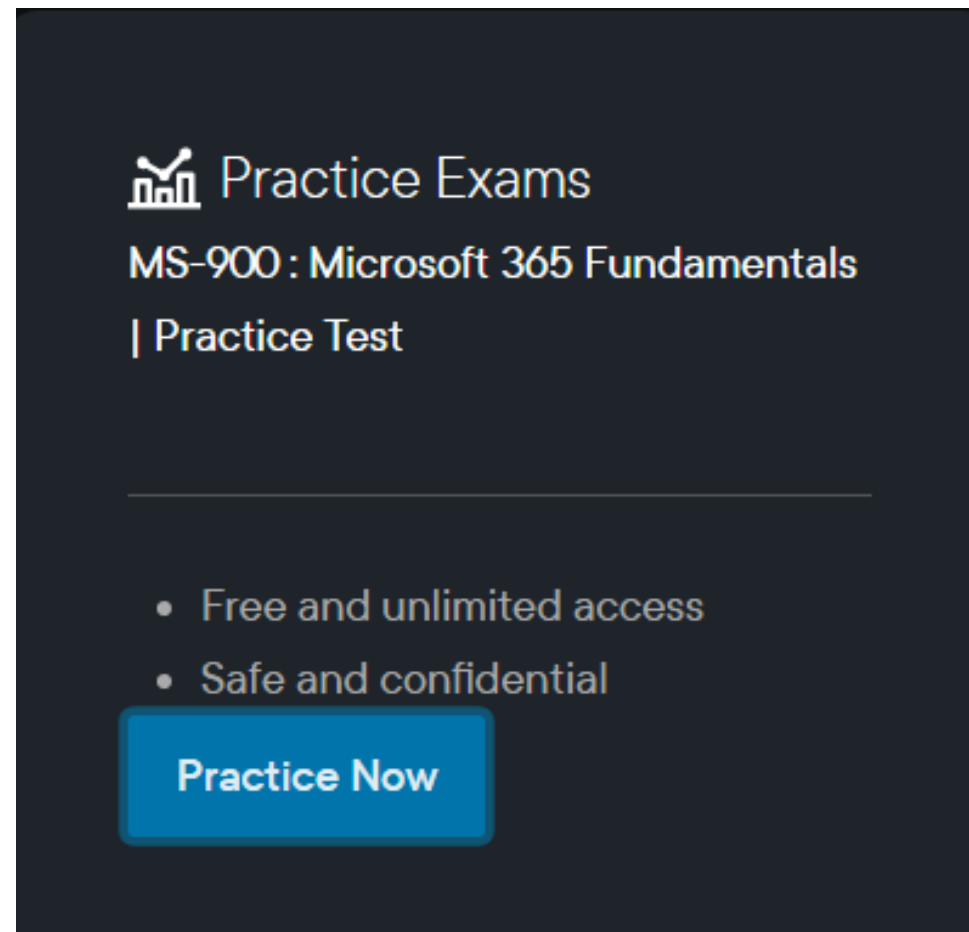
PLURALSIGHT

Microsoft 365 Security, Compliance, and Identity Concepts


Describe security, compliance, privacy, and trust in Microsoft 365



Practice Exams



The screenshot shows a dark-themed card for a practice exam. At the top left is a small icon of a bar chart with an upward arrow. To its right, the text 'Practice Exams' is displayed. Below this, the exam title 'MS-900 : Microsoft 365 Fundamentals' is shown, followed by a vertical separator and the text '| Practice Test'. A horizontal line separates the header from the body. The body contains two bullet points: '• Free and unlimited access' and '• Safe and confidential'. At the bottom of the card is a blue button with the text 'Practice Now' in white.

 Practice Exams
MS-900 : Microsoft 365 Fundamentals
| Practice Test

- Free and unlimited access
- Safe and confidential

[Practice Now](#)

- CyberVista MS-900 practice exam available**
- Requires premium Pluralsight subscription
- Microsoft also provides free sample questions**
- Available for free from the exam page

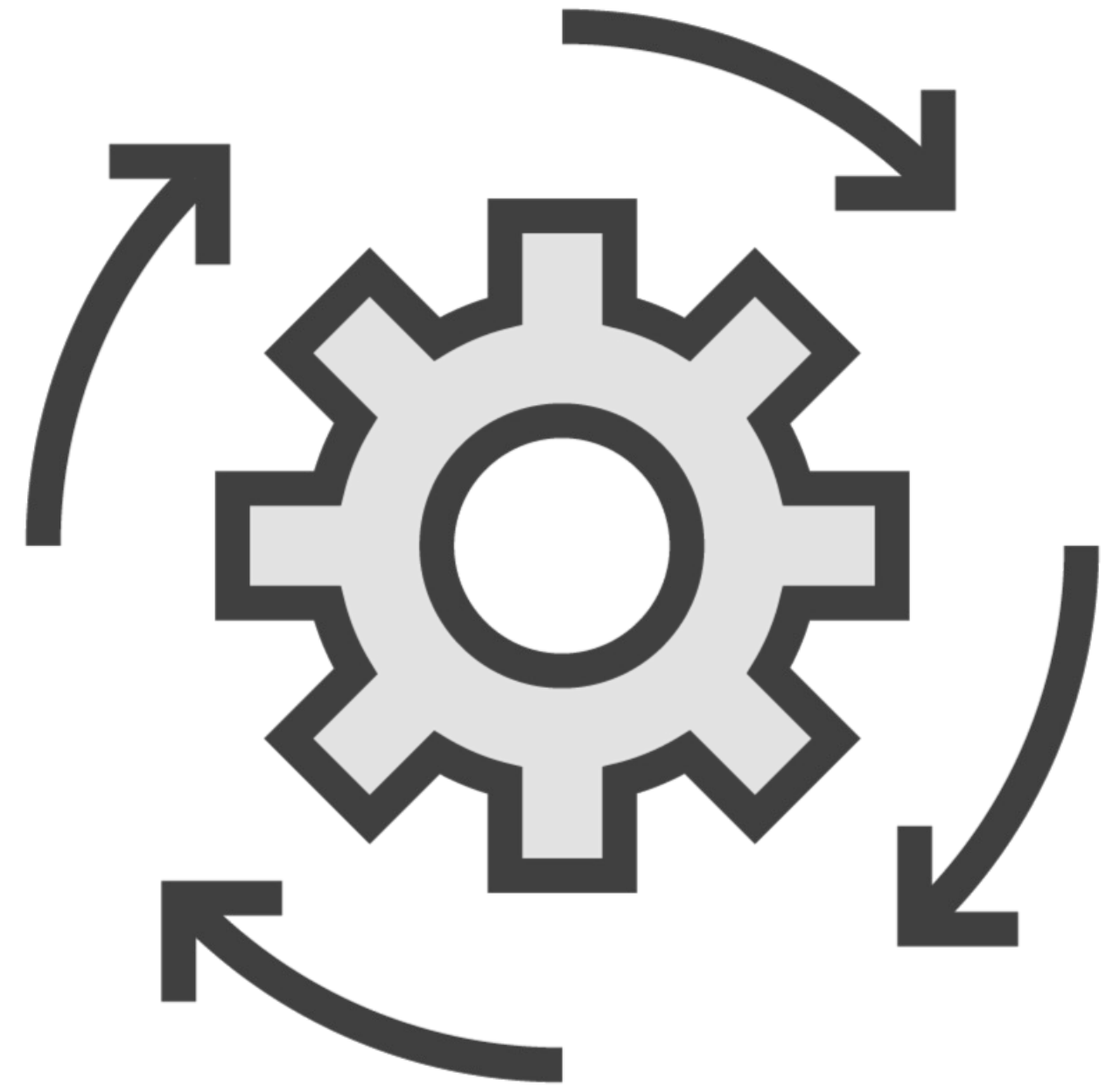


Practice in Your Own Lab

Get a free, renewable 90-day Microsoft 365 E5 developer subscription pre-provisioned with Microsoft 365 apps

<https://developer.microsoft.com/en-us/microsoft-365/dev-program>

Use this to practice even if you are not a developer



Happy Learning!

