



A PEARSON VUE BUSINESS

# Microsoft Certified Fundamentals Exam Tutorial

**Note:** All Microsoft Certified Fundamentals exams contain a total number of questions that is subject to change. The MS-900 used in this tutorial is just an example. For more info see our [Exam Lengths](#) page.

Exam MS-900-ENU-201

Microsoft 365 Fundamentals

## Welcome Jane Smith!

Maximum time for this session, including instructions, survey, and exam: 60 minutes

Number of exam questions: 32

Maximum time for exam: 60 minutes

Minimum score required to pass this exam:



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## Welcome

Welcome to this Microsoft Certification exam. The following information is provided to help you use your exam time most efficiently.

## Exam Format and Question Formats

This exam session includes multiple sections. You will see introductory sections, the exam content, and post-exam sections. This exam might contain several question formats. The Help button located at the bottom of each question screen provides information on the question format shown.

## Timing

The amount of time that you have to complete this exam was provided on the Welcome Screen. The amount of time you have remaining in each section is provided in the upper-right corner of each screen. Any delays, such as the loading of the next screen, will not be counted against your exam time.

## Unscheduled Breaks

You may take a break at any time during the exam except during a problem solution set. The exam clock will continue running, and you will not be able to return to any questions that you saw prior to the break. Although we have allocated 5 minutes for break time, you may take as much time as you would like, and you may take multiple breaks. Remember that the exam clock will continue while you are on break. If exam time expires while on break, your exam will be scored based on what you completed prior to your break.

## Reviewing/Commenting

The Review later check box located in the upper-left corner of each question screen can be used to flag a question that you want to review. At the end of this exam, you will see a screen that shows you which questions you have marked for review.

Although you cannot make comments during the exam, you can provide feedback about specific questions after you have finished the exam. The Review Later or Comment Later checkboxes can be used to flag a question for which you want to provide a comment. The allotted time for comments is separate from the exam time. Any time remaining in the comment or exam sections cannot be transferred.

NOTE: Some exams might not have a comment period. If you have feedback about a specific question, please complete an Item Challenge form at the Microsoft Learning site.

## Keyboard Shortcuts

Functionality, such as keyboard shortcuts, can be used during the exam. Additional information about the keyboard controls that are available within the exam can be found by clicking the Help button associated with each question.

## Viewing Content

To view the entire question text or answer choices, you may need to use the scroll bar. Be sure to look for the scroll bar when answering questions to ensure that you have read all of the question text and answer choices before answering the question. To change the view, you may move the splitter or divider (i.e., the horizontal bar) between the question and answer area so that you can see more or less of the question or answer text.

## Case Studies

This exam might contain case studies. Case studies are not timed separately. The time you are given to complete this exam can be used at your discretion. You can spend as much time as you like on any case, section, or question on the exam. Please be sure to manage your time so that you can complete all sections of the exam in the time provided. NOTE that once you leave a case, you cannot return to it; be sure you have answered all of the questions before exiting it. Similarly, if you start a case, you will not be able to return to any items that appeared before it although you will be allowed to review the items before starting the case study. Pay attention to the number of items left in the exam so you have sufficient time to complete any case studies that may appear at the end of the exam.



Color scheme



Item Content Comment



Next



## Ready to start the exam?

**Time available:** 60 minutes  
**Exam questions:** 32

### Note:

The questions in this exam are grouped into sections.  
You cannot return to a section once you have completed it.  
Sections are not timed individually.



Color



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