

Microsoft

MS-302 Exam

**Microsoft 365 Teamwork Administrator Certification Transition
Exam**

**Questions & Answers
Demo**

Version: 9.0

Mix Questions

Question: 1

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a uniQue solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these

Questions will not appear in the review screen.

Your company has a Microsoft SharePoint Online subscription.

The company purchases a new add-in for Microsoft Excel.

You need to deploy the add-in to all users.

Solution: From the Microsoft 365 admin center, you deploy the add-in.

Does this meet this goal?

A. Yes

B. No

Answer: B

Explanation:

The plugin must be uploaded from the App Catalog, to the SharePoint asset library.

Note: The SharePoint Add-ins catalog is a standard SharePoint asset library. Upload the add-in package to it using any of the methods of uploading files to SharePoint libraries.

References:

<https://docs.microsoft.com/en-us/sharepoint/dev/sp-add-ins/deploy-and-install-a-sharepoint-hosted-sharepointadd-in>

Question: 2

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a uniQue solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these

Questions will not appear in the review screen.

Your company has a Microsoft SharePoint Online subscription.

The company purchases a new add-in for Microsoft Excel.

You need to deploy the add-in to all users.

Solution: From the App Catalog, you upload the add-in to the Microsoft Office Add-ins

Does this meet this goal?

- A. Yes
- B. No

Answer: B

Explanation:

We should upload the add-in to the SharePoint Add-ins library, not the Microsoft Office Add-ins library.

Note: The SharePoint Add-ins catalog is a standard SharePoint asset library. Upload the add-in package to it using any of the methods of uploading files to SharePoint libraries.

References:

<https://docs.microsoft.com/en-us/sharepoint/dev/sp-add-ins/deploy-and-install-a-sharepoint-hosted-sharepointadd-in>

Question: 3

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a unique solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these

Questions will not appear in the review screen.

Your company has a Microsoft SharePoint Online subscription.

The company purchases a new add-in for Microsoft Excel.

You need to deploy the add-in to all users.

Solution: From the App Catalog, you upload the add-in to the SharePoint Add-ins.

Does this meet this goal?

- A. Yes
- B. No

Answer: A

Explanation:

The SharePoint Add-ins catalog is a standard SharePoint asset library. Upload the add-in package to it using any of the methods of uploading files to SharePoint libraries.

References:

<https://docs.microsoft.com/en-us/sharepoint/dev/sp-add-ins/deploy-and-install-a-sharepoint-hosted-sharepointadd-in>

Question: 4

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a unique solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these

Questions will not appear in the review screen.

You have a Microsoft 365 subscription.

SharePoint administrators open several Microsoft support tickets.

You need to view the status of the support tickets.

Solution: From the Microsoft 365 admin center, you select **Support**, and then you select **View service requests**.

Does this meet the goal?

- A. Yes
- B. No

Answer: A

Explanation:

On the Service requests page you can view the status of any service requests that you have filed on your clients' behalf. You can also search for them by supplying a reference number, or by the company name.

References:

<https://support.office.com/en-us/article/tour-of-the-office-365-partner-admin-center-preview-2b781cc2-e5d7-4eef-b21d-143775f01b5d>

Question: 5

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a unique solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these

Questions will not appear in the review screen.

You have a Microsoft 365 subscription.

SharePoint administrators open several Microsoft support tickets.

You need to view the status of the support tickets.

Solution: From the Microsoft 365 admin center, you select **Health**, and then you select **Message center**.

Does this meet the goal?

- A. Yes
- B. No

Answer: B

Explanation:

Use the On the Service requests page, not the Service health page.

On the Service requests page you can view the status of any service requests that you have filed on your clients' behalf. You can also search for them by supplying a reference number, or by the company name.

Incorrect Answers:

A: On the Service health page you can view the aggregated health status of all services. You can click on a service, for example, Exchange, to get a list of incidents for that service, and then click on the incident number to get details at incident level.

References:

<https://support.office.com/en-us/article/tour-of-the-office-365-partner-admin-center-preview-2b781cc2-e5d7-4eef-b21d-143775f01b5d>

Case Study: 1
Contoso Case Study
Overview

Existing Environment**Active Directory Environment**

The network contains an on-premises Active Directory domain. All users are created in the domain and are organized into units (OUs) the users use their domain credentials to sign in to their computer.

Microsoft Office 365 Environment

Contoso has a Microsoft Office 365 subscription and uses the following services:

- OneDrive for Business
- SharePoint Online
- Exchange Online
- Yammer
- Teams

Currently, the identity of each user is maintained separately in both on-premises Active Directory and Office 365.

Contoso implements SharePoint site collections for the following departments:

- Research & development
- Human resources (HR)
- Marketing
- Finance
- IT

Each department assigns a site owner to manage its site collection and to manage access. The site collection of each department contains multiple subsites. Sharing is allowed across different site collections by default.

External sharing is enabled for the organization.

Current Business Model

Contoso has the following business model:

- The HR department has a branded site collection
- Currently, the default storage limit is set for all the site collections
- The marketing department uses multiple site collections created by an administrator named Admin1
- Contoso has a strategic partnership with a company name Litware, Inc. Litware has an Office 365 subscription. All users at Litware have a user account in the litware.com domain

Problem Statements

Contoso identifies the following issues:

- Non-site owners invite external users to access the content in SharePoint Online
- Users upload audio, video, and executable program files to OneDrive for Business
- The company manages two separate identifiers for each user, which creates more administrative work
- Users in the HR department report performance issues affecting their site collection. You suspect that the issues are due to large images on the home page

Technical Requirements

Contoso has the following technical requirements for the Office 365 environment:

- Add a Yammer feed to new communication sites
- Prevent non-site owners from inviting external users
- Troubleshoot the performance issues of the HR department site collection
- Increase a 100-GB storage limit for the site collection of the marketing department
- Prevent users from syncing media files, such as MP3 and MP4 files, from OneDrive
- Restrict users from sharing content from the finance department site collection to the Litware users
- Ensure that SharePoint administrators do not have administrative permissions to the site

collections

- Ensure that the managers in the marketing department can view the storage metrics of the marketing department sites
- Maintain all user identities in on-premises Active Directory, Sync passwords to Microsoft Azure Active Directory (Azure AD)
- Ensure that when users are deleted from Microsoft 365, their associated OneDrive content is retained for 90 days. After 90 days, the content must be deleted permanently

Question: 1

DRAG DROP

You need to meet the technical requirements for setting the storage limit. Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Actions

Answer Area

- Set Admin Center Experience to **Use Simple**.
- From site collections, configure the server resource quota.
- From the SharePoint admin center, select **Settings**.
- From site collections, configure the storage quota.
- Set Site Collection Storage Management to **Manual**.

Answer:

Answer Area

- From the SharePoint admin center, select **Settings**.
- Set Site Collection Storage Management to **Manual**.
- From site collections, configure the storage quota.

Explanation:

Scenario: Increase a 100-GB storage limit for the site collection of the marketing department

Step 1: From the SharePoint Admin center, select Settings

Step 2: Set Site Collection Storage Management to Manual

If you prefer to fine tune the storage space allocated to each site collection, you can set your storage management option to "manual" and specify individual site collection storage limits.

In the left pane, under Admin centers, select SharePoint. If this opens the classic SharePoint admin center, select Try it now to open the new SharePoint admin center.

- Sign in to <https://admin.microsoft.com> as a global or SharePoint admin.
- Select Settings in the left pane.
- Select Site storage limits.
- Select Automatic or Manual, and then select Save.

Step 3: From site collections, configure the storage Quota.

Manage individual site collection storage limits

Follow these steps to specify individual site collection storage limits when your storage management option is set to "manual."

- In the left pane, under Admin centers, select SharePoint. (You might need to select Show all to see the list of admin centers.) If this opens the classic SharePoint admin center, select Try it now to open the new SharePoint admin center.
- On the Active sites page, select a site and then select Storage.
- Enter the maximum storage in GB for the site.
- Make sure Notifications is turned on to send an email to site collection administrators when the site approaches the storage limit. Then enter a value as a percent for how full you want the storage to be when the email is sent.
- Select Save.

References:

<https://docs.microsoft.com/en-us/sharepoint/manage-site-collection-storage-limits>

Question: 2

You need to meet the technical requirements for the finance department site collection.

What should you do?

- A. From the Security&Compliance admin center, create a permission policy
- B. From the SharePoint admin center, select **Sharing**, and then select **Limit external sharing using domains**
- C. From the Security&Compliance admin center, create a classification label policy
- D. From the SharePoint admin center, select the finance department site collection, and then configure the Share settings

Answer: B

Explanation:

Scenario: Restrict users from sharing content from the finance department site collection to the Litware users

- To restrict domains in external sharing in SharePoint Online and OneDrive for Business at the organization level
- Sign in to <https://admin.microsoft.com> as a global or SharePoint admin.
- In the left pane, under Admin centers, select SharePoint. (You might need to select Show all to see the list of admin centers.) If this opens the new SharePoint admin center, select Classic SharePoint admin center in the left pane.
- In the left pane, select sharing.
- Under Additional settings, select the Limit external sharing using domains check box.
- From the drop-down list, choose either Don't allow sharing with users from these blocked domains to deny access to targeted domains or Allow sharing only with users from these domains to limit access

to only to the domains you list.

•List the domains (maximum of 1000) in the box provided, using the format domain.com.

References:

<https://docs.microsoft.com/en-us/sharepoint/restricted-domains-sharing>

Question: 3

You need to confirm whether the performance issues experienced by the HR department site collection are due to the large image.

What should you do?

- A. From Site Settings for the site collection, select **Storage Metrics**
- B. From Site Settings for the site collection, select **Site collection health checks**
- C. From the Microsoft 365 admin center, view the service status of SharePoint Online
- D. From Microsoft Edge, open the site, Run the developer tools

Answer: D

Scenario: Users in the HR department report performance issues affecting their site collection. You suspect that the issues are due to large images on the home page

You can diagnose common issues with your SharePoint Online site using Internet Explorer developer tools.

There are three different ways that you can identify that a page on a SharePoint Online site has a performance problem with the customizations.

- The F12 tool bar network monitor
- Comparison to a non-customized baseline
- SharePoint Online response header metrics

References:

<https://docs.microsoft.com/en-us/office365/enterprise/diagnosing-performance-issues-with-sharepoint-online>

Question: 4

DRAG DROP

You need to meet the site requirements for the marketing department managers.

Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Actions

Open the marketing department site collections

Select the site collections

Configure the owners

Open the SharePoint admin center

Select Sharing

Open Site Settings

Answer Area

Answer:

Answer Area

Open the SharePoint admin center

Open the marketing department site collections

Configure the owners