

**Microsoft 70-321**

## **Deploying Office 365**

**Version: 5.2**

**Topic 1, Volume A****QUESTION NO: 1**

Your company has offices in Germany, France, and the United States.

The company uses Microsoft SharePoint Online.

You need to ensure that users can view the default ribbon controls and the context menus in German, French, and English.

What should you do?

- A. From the SharePoint Online administration center, modify the user profiles.
- B. From the SharePoint Online administration center, modify the organization profiles.
- C. From Site Settings, modify the Language settings.
- D. From Site Settings, modify the Regional settings.

**Answer: C**

**Explanation:** Ref: <http://sharepoint-tutorial.net/post/2011/06/08/sharepoint-language-settings-and-regional-settings.aspx>

**QUESTION NO: 2 HOTSPOT**

Your company uses Microsoft SharePoint Online.

The development team creates a Web Part that uses custom code.

You need to deploy the Web Part to SharePoint Online.

What should you configure from Galleries?

To answer, select the appropriate link in the answer area.

 **Users and Permissions**  
 People and groups  
 Site permissions  
 Site collection administrators

 **Galleries**

Site columns
Site content types
Web parts
List templates
Master pages
Themes
Solutions

 **Site Administration**  
 Regional settings  
 Language settings  
 Site libraries and lists  
 User alerts  
 RSS  
 Search and offline availability  
 Sites and workspaces  
 Workflows  
 Workflow settings  
 Related Links scope settings  
 Term store management

 **Look and Feel**  
 Title, description, and icon  
 Quick launch  
 Top link bar  
 Tree view  
 Site theme

 **Site Actions**  
 Manage site features  
 Save site as template  
 Reset to site definition  
 Delete this site


 **Site Collection Administration**  
 Search settings  
 Search scopes  
 Search keywords  
 Recycle bin  
 Site collection features  
 Site hierarchy  
 Site collection audit settings  
 Audit log reports  
 Portal site connection  
 Site collection policies  
 Content type publishing  
 SharePoint Designer Settings  
 Visual Upgrade  
 Help settings

**Answer:**

 **Users and Permissions**  
 People and groups  
 Site permissions  
 Site collection administrators

 **Galleries**

Site columns
Site content types
Web parts
List templates
Master pages
Themes
Solutions

 **Site Administration**  
 Regional settings  
 Language settings  
 Site libraries and lists  
 User alerts  
 RSS  
 Search and offline availability  
 Sites and workspaces  
 Workflows  
 Workflow settings  
 Related Links scope settings  
 Term store management

 **Look and Feel**  
 Title, description, and icon  
 Quick launch  
 Top link bar  
 Tree view  
 Site theme

 **Site Actions**  
 Manage site features  
 Save site as template  
 Reset to site definition  
 Delete this site

 **Site Collection Administration**  
 Search settings  
 Search scopes  
 Search keywords  
 Recycle bin  
 Site collection features  
 Site hierarchy  
 Site collection audit settings  
 Audit log reports  
 Portal site connection  
 Site collection policies  
 Content type publishing  
 SharePoint Designer Settings  
 Visual Upgrade  
 Help settings

**Explanation:** Select "Solutions"

Ref: <http://msdn.microsoft.com/en-us/library/gg317460.aspx>

**QUESTION NO: 3 HOTSPOT**

Your company has a site collection that is hosted on Microsoft SharePoint Online.

From the SharePoint Online administration center, you enable external access.

You need to ensure that you can grant Windows Live ID users access to the site collection.

What should you configure from Site Collection Administration?

To answer, select the appropriate link in the answer area.

The screenshot shows the Site Collection Administration menu with the following sections:

- Users and Permissions**
  - People and groups
  - Site permissions
  - Site collection administrators
- Galleries**
  - Site columns
  - Site content types
  - Web parts
  - List templates
  - Master pages
  - Themes
  - Solutions
- Site Administration**
  - Regional settings
  - Language settings
  - Site libraries and lists
  - User alerts
  - RSS
  - Search and offline availability
  - Sites and workspaces
  - Workflows
  - Workflow settings
  - Related Links scope settings
  - Term store management
- Look and Feel**
  - Title, description, and icon
  - Quick launch
  - Top link bar
  - Tree view
  - Site theme
- Site Actions**
  - Manage site features
  - Save site as template
  - Reset to site definition
  - Delete this site
- Site Collection Administration** (highlighted with a red box)
  - Search settings
  - Search scopes
  - Search keywords
  - Recycle bin
  - Site collection features
  - Site hierarchy
  - Site collection audit settings
  - Audit log reports
  - Portal site connection
  - Site collection policies
  - Content type publishing
  - SharePoint Designer Settings
  - Visual Upgrade
  - Help settings

**Answer:**

 **Users and Permissions**  
 People and groups  
 Site permissions  
 Site collection administrators

 **Galleries**  
 Site columns  
 Site content types  
 Web parts  
 List templates  
 Master pages  
 Themes  
 Solutions

 **Site Administration**  
 Regional settings  
 Language settings  
 Site libraries and lists  
 User alerts  
 RSS  
 Search and offline availability  
 Sites and workspaces  
 Workflows  
 Workflow settings  
 Related Links scope settings  
 Term store management

 **Look and Feel**  
 Title, description, and icon  
 Quick launch  
 Top link bar  
 Tree view  
 Site theme

 **Site Actions**  
 Manage site features  
 Save site as template  
 Reset to site definition  
 Delete this site

 **Site Collection Administration**

Search settings
Search scopes
Search keywords
Recycle bin
<b>Site collection features</b>
Site hierarchy
Site collection audit settings
Audit log reports
Portal site connection
Site collection policies
Content type publishing
SharePoint Designer Settings
Visual Upgrade
Help settings

**Explanation:**

 **Users and Permissions**  
 People and groups  
 Site permissions  
 Site collection administrators

 **Galleries**

Site columns
Site content types
Web parts
List templates
Master pages
Themes
Solutions

 **Site Administration**  
 Regional settings  
 Language settings  
 Site libraries and lists  
 User alerts  
 RSS  
 Search and offline availability  
 Sites and workspaces  
 Workflows  
 Workflow settings  
 Related Links scope settings  
 Term store management

 **Look and Feel**  
 Title, description, and icon  
 Quick launch  
 Top link bar  
 Tree view  
 Site theme

 **Site Actions**  
 Manage site features  
 Save site as template  
 Reset to site definition  
 Delete this site

 **Site Collection Administration**

Search settings
Search scopes
Search keywords
Recycle bin
<b>Site collection features</b>
Site hierarchy
Site collection audit settings
Audit log reports
Portal site connection
Site collection policies
Content type publishing
SharePoint Designer Settings
Visual Upgrade
Help settings

Select "Site Collection Features"

Ref: [http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/share-a-site-with-external-users-HA102476183.aspx#\\_Toc326758990](http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/share-a-site-with-external-users-HA102476183.aspx#_Toc326758990)



**QUESTION NO: 4**

You implement an intranet that uses Microsoft SharePoint Online.

You activate the Document Sets feature. The human resources department has a document library.

The department wants to create document sets for the document library.

You need to activate the Document Sets feature for the library.

What should you do from the library settings? (Each correct answer presents part of the solution. Choose all that apply.)

- A. Allow the management of content types.
- B. Add the link to a document content type.
- C. Enable versioning.
- D. Enable audience targeting.
- E. Add the Document Set content type.

**Answer: A,B,E**

**Explanation:** Ref: <http://office.microsoft.com/en-us/sharepoint-server-help/create-and-configure-a-new-document-set-content-type-HA101782461.aspx>

**QUESTION NO: 5**

Your company has a site that is hosted on Microsoft SharePoint Online.

Three months ago, a user named User1 deleted a document library from the site.

You need to recover the document library as soon as possible.

What should you do?

- A. Recover the data from the Recycle Bin of the site
- B. Create a new document library that has the same URL as the deleted document library.
- C. Create a service request.
- D. Recover the data from the Recycle Bin of the site collection.

**Answer: C**

**Explanation:** Ref: <http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/manage-the-recycle-bin-of-a-sharepoint-site-HA101969189.aspX>

### QUESTION NO: 6

Your company uses Microsoft SharePoint Online.

You plan to deploy a site for the human resources department and a site for the finance department

You need to plan the structure of the sites to meet the following requirements:

- Ensure that Office documents stored in the finance site can be edited online.
- Prevent Office documents stored in the human resources site from being edited online.
- Ensure that Office documents stored in either site can be edited by using client-side applications.

Which site structure should you include in the plan?

- A. Two web applications
- B. One site collection that contains two sites
- C. One site collection that contains two document libraries
- D. Two site collections

**Answer: D**

**Explanation:** Ref: <http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx?CTT=5&origin=HA102476181>

### QUESTION NO: 7 DRAG DROP

You plan to deploy Microsoft SharePoint Online.

Your company identifies the following requirements for the planned deployment:

- Users must be able to create pages based on page layouts.
- Users must be able to edit Microsoft InfoPath forms in a web browser.

You need to identify which features are required to meet the planned deployment requirements.

Which features should you identify?

To answer, drag the appropriate feature to the correct requirement in the answer area.

Features	Answer Area
Documents Sets	<div style="background-color: #cccccc; padding: 10px; margin-bottom: 10px;">Feature</div> <div style="padding-left: 20px;">Users must be able to create pages based on page layouts.</div>
Microsoft Office Web Apps	<div style="background-color: #cccccc; padding: 10px; margin-bottom: 10px;">Feature</div> <div style="padding-left: 20px;">Users must be able to edit Microsoft InfoPath forms in a web browser.</div>
SharePoint Server Enterprise Site Collection Features	
SharePoint Server Publishing Infrastructure	
Workflows	

**Answer:**

Features	Answer Area
Documents Sets	<div style="border: 2px solid red; padding: 10px; margin-bottom: 10px;">SharePoint Server Publishing Infrastructure</div> <div style="padding-left: 20px;">Users must be able to create pages based on page layouts.</div>
Microsoft Office Web Apps	<div style="border: 2px solid red; padding: 10px; margin-bottom: 10px;">SharePoint Server Enterprise Site Collection Features</div> <div style="padding-left: 20px;">Users must be able to edit Microsoft InfoPath forms in a web browser.</div>
SharePoint Server Enterprise Site Collection Features	
SharePoint Server Publishing Infrastructure	
Workflows	

**Explanation:**



Features	Answer Area
Documents Sets	SharePoint Server Publishing Infrastructure Users must be able to create pages based on page layouts.
Microsoft Office Web Apps	SharePoint Server Enterprise Site Collection Features Users must be able to edit Microsoft InfoPath forms in a web browser.
Workflows	

Ref: <http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-2-plan-sites-and-manage-users-HA102044898.aspx>

<http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx>

### QUESTION NO: 8

Your company has three branch offices.

The network contains an Active Directory domain that is synchronized to Office 365.

The company uses Microsoft SharePoint Online.

You plan to implement different User Profiles properties for each branch office.

You need to ensure that the User Profiles properties of each branch office have different properties.

What should you configure from the User Profiles section in the SharePoint Online administration center?

**A. User Permissions**

- B. User Sub-types
- C. Organization Profiles
- D. Audiences

**Answer: B**

**Explanation:** Ref: [http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx?CTT=5&origin=HA102476181#\\_Toc310338683](http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx?CTT=5&origin=HA102476181#_Toc310338683) (“Plan for user profiles” section)

### QUESTION NO: 9

Your company has five departments.

The network contains an Active Directory domain that is synchronized to Office 365.

Each user has an Active Directory account. The department property of each user account contains the work department of that user.

You have a site that is hosted on Microsoft SharePoint Online. The site has a news list that is displayed on the home page of the site.

You need to ensure that when you create an item on the news list, you can specify which department will see the item on the home page.

What should you configure from the User Profiles section in the SharePoint Online administration center?

- A. Term Sets
- B. Organization Profiles
- C. Audiences
- D. Policies

**Answer: C**

**Explanation:** Ref: [http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx?CTT=5&origin=HA102476181#\\_Toc310338683](http://office.microsoft.com/en-us/sharepoint-online-enterprise-help/step-1-plan-to-manage-sharepoint-online-by-using-the-administration-center-HA102034913.aspx?CTT=5&origin=HA102476181#_Toc310338683) (“Plan user profile properties” section)