

Microsoft

Exam Questions AB-730

AI Business Professional



NEW QUESTION 1

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365, you the Researcher agent.

- cannot modify the settings of
- can modify the agent instructions of
- can add an additional suggested prompt to
- can delete one of the suggested prompts from

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

From Microsoft 365, you the Researcher agent.

The correct completion is ??cannot modify the settings of?? because built-in agents such as the Researcher agent in Microsoft 365 Copilot are system-defined experiences. These agents are designed and managed by Microsoft to ensure consistent functionality, security, compliance, and alignment with responsible AI standards.

While users can interact with Researcher, provide prompts, and refine outputs during conversations, they cannot directly modify the core system settings or configuration of the built-in agent from Microsoft 365. Administrative configuration and deeper customization are available when creating custom Copilot agents through approved development tools, but default Microsoft-provided agents have controlled configurations.

Options such as modifying agent instructions, adding prompts, or deleting suggested prompts imply direct structural customization of the built-in agent interface, which is not supported in the standard Microsoft 365 Copilot experience.

This reflects a key generative AI governance principle in enterprise environments: system-level controls remain centrally managed to maintain data protection, compliance, and responsible AI implementation across the organization.

NEW QUESTION 2

You have a Microsoft 365 Copilot license.

You plan to run several prompts.

What should you use to ensure that Copilot generates the best response for each prompt? More than one answer choice may achieve the goal. To answer, select the Best options in the answer area.

NOTE: Each correct selection is worth one point.

Answer Area

Prompt 1: From /Feedback_Q1–Q3.xlsx, consolidate all the sheets, categorize the feedback by theme, compute the positive/negative sentiment by product line, and visualize the top five drivers.

▼

The Analyst agent

Chat

The Researcher agent

Prompt 2: Using our SharePoint folder '/Go-To-Market/2025' and reputable web sources, produce a 1-page brief about AI trends that includes five key insights, citations, and callouts on gaps/risks.

▼

The Analyst agent

Chat

The Research agent

Prompt 3: For a VP, prepare a polished executive email that distills the strategic priorities, critical decisions, and immediate next steps from the attached Strategic_Plan_2025.docx, ensuring that the tone aligns with senior leadership's communication standards.

▼

The Analyst agent

Chat

The Researcher agent

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Prompt 1: From /Feedback_Q1–Q3.xlsx, consolidate all the sheets, categorize the feedback by theme, compute the positive/negative sentiment by product line, and visualize the top five drivers.

▼

The Analyst agent

Chat

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The Analyst agent

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Prompt 3: For a VP, prepare a polished executive email that distills the strategic priorities, critical decisions, and immediate next steps from the attached Strategic_Plan_2025.docx, ensuring that the tone aligns with senior leadership's communication standards.

▼

The Analyst agent

Chat

The Researcher agent

NEW QUESTION 3

You plan to summarize a proposal for a partnership between your company and another company. You need to use Microsoft 365 Copilot to summarize the information in the proposal as a bulleted list of three to five key points for a project kickoff meeting. Each bullet point must be concise and simply worded. Which two details should you include in the prompt?

- A. profiles of both companies generated by using the Researcher agent
- B. concise instructions for what to do with the proposal
- C. a list of contact details for key stakeholders of the partnership
- D. a specific knowledge source to ground the response

Answer: BD

Explanation:

Effective prompting in Microsoft 365 Copilot requires two critical components: clear instructions and grounding in authoritative content. Microsoft guidance emphasizes that prompts should explicitly state the desired output format, tone, length, and purpose. In this case, specifying ??a bulleted list of three to five concise, simply worded key points?? represents concise instructions, making option B essential.

Additionally, grounding the response in a specific knowledge source—such as attaching or referencing the proposal document—ensures factual accuracy and reduces hallucination. Option D ensures Copilot uses the actual proposal content rather than relying on generalized model knowledge.

Profiles and stakeholder contact details are unrelated to summarization requirements. Therefore, the correct selections are B and D.

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NEW QUESTION 4

You ask Microsoft 365 Copilot to create a report based on information from the web. You verify the response and discover that some information is fictional. What is this an example of?

- A. deepfake
- B. fabrication
- C. overreliance
- D. prompt injection
- E. bias

Answer: B

Explanation:

This scenario is an example of fabrication, which is commonly referred to in generative AI contexts as a hallucination. Fabrication occurs when an AI system generates information that appears credible but is factually incorrect, invented, or unsupported by verifiable sources.

According to Microsoft AI Business Professional guidance, large language models predict text based on patterns learned during training. They do not ??know?? facts in the human sense. As a result, when asked to generate reports using web-based information, the model may produce plausible-sounding but fictional details if sufficient grounding or reliable sources are not provided.

Deepfake refers specifically to synthetic media such as manipulated images, audio, or video. Overreliance describes a human behavior risk where users trust AI outputs without verification. Prompt injection is a malicious technique designed to manipulate model behavior. Bias refers to systematic unfairness in outputs. In this case, the presence of fictional information in the generated report directly aligns with fabrication, making option B the correct answer.

NEW QUESTION 5

You are creating a prompt in Microsoft 365 Copilot to get information about a proposal. You need to ensure that the response is grounded in the proposal's information.

What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. Instruct Copilot to rely on its training data to infer proposal details.
- B. Add a specific goal that you want Copilot to accomplish.
- C. Reference the proposal content in the prompt.
- D. Add context about the intended audience.

Answer: C

Explanation:

According to Microsoft AI Business Professional guidance for Microsoft 365 Copilot, grounding a response means ensuring the AI generates output based on specific, authoritative content rather than relying on generalized training data. When working with enterprise documents such as proposals, grounding is achieved by explicitly referencing the source material within the prompt.

Option C is correct because referencing the proposal content directs Copilot to use that specific document as the primary context for generating the response. Microsoft documentation emphasizes that effective prompts should include clear context and explicit references to relevant files, meetings, emails, or documents stored in Microsoft 365. This reduces hallucinations and ensures factual alignment with organizational data.

Option A is incorrect because relying on training data increases the risk of inaccurate or fabricated information. Options B and D improve prompt clarity but do not guarantee grounding in the proposal itself.

Therefore, explicitly referencing the proposal content is the most reliable and best practice method for ensuring grounded, accurate responses in Microsoft 365 Copilot.

NEW QUESTION 6

You are creating a custom agent in the Microsoft 365 Copilot app for the marketing team at your company. The agent will be used to produce marketing collateral, including copy, logos, and artwork.

What should you add to the agent? More than one answer choice may achieve the goal. Select the BEST answer.

- A. a template
- B. a suggested prompt
- C. image generator
- D. code interpreter

Answer: C

Explanation:

When building a custom agent in Microsoft 365 Copilot for marketing use cases, the required capabilities must align with the intended outputs. Marketing collateral includes written copy as well as visual assets such as logos and artwork. According to Microsoft AI Business Professional documentation, generative AI solutions that produce visual creative assets require integrated image generation capabilities powered by multimodal AI models.

Option C is correct because an image generator enables the agent to create visual marketing materials such as logos, artwork, and design elements. While templates and suggested prompts can improve usability and consistency, they do not provide the underlying capability to generate images. A code interpreter is designed for data analysis, calculations, or technical scripting tasks and is not relevant to creative marketing asset production.

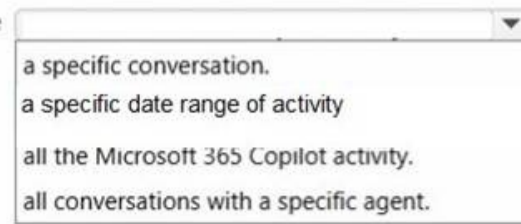
Therefore, to fulfill the requirement of producing both textual and visual marketing collateral, the most essential addition to the custom agent is an image generator.

NEW QUESTION 7

HOTSPOT

Select the answer that correctly completes the sentence.
 a specific date range of activity

From the Microsoft 365 My Account portal , if you select Delete history for the Copilot activity history, you can delete



- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

The Microsoft 365 My Account portal provides users with control over their Copilot activity history in alignment with enterprise privacy and compliance standards. When selecting Delete history, users can remove Copilot activity based on a defined time range rather than deleting only a single conversation or all activity universally.

This functionality reflects Microsoft's commitment to transparency, user control, and responsible AI governance. Allowing deletion by date range enables organizations and individuals to manage data retention policies efficiently while maintaining compliance with regulatory frameworks such as GDPR and internal data governance policies.

The other options are incorrect because deleting a specific conversation or all conversations with a specific agent is not the primary method offered in the My Account activity deletion setting. Instead, deletion is structured around activity time periods.

This capability reinforces generative AI best practices: secure data management, lifecycle control of AI interactions, and user-directed privacy management within enterprise environments.

NEW QUESTION 8

You have several pages in Microsoft 365 Copilot related to the research you are doing for a new product. You need to simplify your ability to have many different Copilot conversations about the pages. What should you do first?

- A. Create a stor
- B. Add the pages to a noteboo
- C. Add the pages to a conversatio
- D. Download the pages locally.

Answer: B

Explanation:

While Microsoft 365 Copilot does not have a single "merge" button for multiple chat histories, you can effectively consolidate different conversations into a single entity using these primary methods:

* 1. Use Copilot Pages for Dynamic Consolidation

Copilot Pages is the most robust way to build a single "source of truth" from multiple chats.

Add Responses: Below any Copilot response, click the pencil icon to create a new page or the drop-down arrow to add the response to an existing page.

Iterative Building: You can continue different chats and keep sending relevant outputs to the same page, effectively merging various threads into one organized document.

*-> 2. Leverage Copilot Notebooks

For projects requiring high-volume consolidation, Copilot Notebooks allow you to aggregate diverse sources.

Aggregate Sources: You can pull in OneDrive files, SharePoint documents, and even specific chat snippets.

Consolidated Output: Use a prompt like "Create an executive summary based on all references in this notebook" to generate one unified entity.

Reference:

https://techcommunity.microsoft.com/blog/microsoft_365blog/introducing-copilot-notebooks-a-whole-new-way-to-work-with-ai-in-onenote/4428626

NEW QUESTION 9

You have several separate Microsoft 365 Copilot conversations. You need to gather the conversations so that you can find them more easily, and the conversations can share the same reference material. What is the best solution to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. a notebook
- B. an agent
- C. an app
- D. a page

Answer: A

Explanation:

A Copilot Notebook should be used.

While Copilot Pages are excellent for capturing, refining, and sharing specific pieces of content or a single, finalized document, Copilot Notebooks are specifically designed to be an AI-powered project workspace, allowing you to gather, anchor, and iterate on multiple, complex, long-term tasks.

Why Choose a Copilot Notebook

Gather Multiple Conversations: You can add multiple Copilot chat sessions, along with supporting documentation, into one notebook to keep related work organized.

Shared Reference Material: Notebooks allow you to add up to 100 references (Word documents, PDFs, Excel sheets, etc.) and ground your AI conversations in that specific data.

Contextual Continuity: Unlike standalone chat, a notebook retains the context of all the files and chat history you have added, allowing you to ask questions across

your gathered materials.

Iterative Work: You can work on a project, leave, and come back to the same notebook to continue building, rather than creating new chats.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

NEW QUESTION 10

You plan to use a notebook in Microsoft 365 Copilot. What is the purpose of a notebook?

- A. to create a transcript of a conversation that you can easily email to other users
- B. to provide a private location that can be used to organize reference materials across related conversations
- C. to generate a summary of all the interactions you had with Copilot during a specific conversation

Answer: B

Explanation:

In Microsoft 365 Copilot, a Notebook is a focused, AI-powered workspace designed to organize reference materials for specific projects or topics. It acts as a curated container where you can bring together various resources--such as Word documents, PDFs, PowerPoint decks, meeting notes, and even previous Copilot chats--into one location.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

NEW QUESTION 10

You are a merchandiser who is planning for the upcoming season. You prompt Microsoft 365 Copilot to suggest which products to stock based on historical sales data. Without reviewing the suggestions or checking current market trends, you place a large order based solely on the output of Copilot. What is this an example of?

- A. verification
- B. overreliance
- C. fabrication
- D. prompt injection

Answer: B

NEW QUESTION 13

You are using Microsoft 365 Copilot to plan a trip and have asked Copilot to remember several details about the trip.

You cancel the trip plans.

You need to ensure that Copilot forgets the details.

What should you do?

- A. From the My Account portal, delete the Copilot activity history.
- B. From Copilot delete custom instructions.
- C. From Copilot delete memories.
- D. From Copilot delete all the conversation about the trip.

Answer: C

Explanation:

Microsoft 365 Copilot includes a memory capability that allows it to retain user-provided preferences or details across interactions when explicitly instructed to remember them. These stored details are referred to as memories and are separate from standard conversation history.

If you previously asked Copilot to remember specific trip-related details, those details are stored as structured memory items. Simply deleting the conversation does not necessarily remove stored memory entries. Likewise, deleting activity history through the My Account portal removes conversation records but does not directly manage structured Copilot memories. Custom instructions define persistent behavioral preferences and are unrelated to trip-specific stored data.

To ensure Copilot no longer retains those trip details, you must delete the stored memories directly within Copilot. Microsoft documentation explains that users can view and manage saved memories and remove them individually to control what Copilot retains.

Therefore, the correct action to ensure Copilot forgets the trip details is to delete the memories.

NEW QUESTION 17

You join an internal Microsoft Teams meeting late and want to catch up on what you missed. The meeting is being recorded. You need to summarize the portion of the meeting that you missed as soon as possible.

What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. From the Teams app, ask Copilot in Teams to summarize what you missed so far.
- B. From the meeting, read the transcript.
- C. From the Microsoft 365 Copilot app, ask Copilot to tell you what you missed.
- D. From the Teams app, view the intelligent recap.

Answer: A

Explanation:

Microsoft 365 Copilot in Teams is designed to provide real-time meeting assistance, including summarizing discussions, identifying key decisions, and highlighting action items. When joining a meeting late, the most efficient and immediate method to catch up is to directly prompt Copilot within the Teams meeting experience.

Option A is the best answer because Copilot in Teams can summarize what has occurred so far during the live meeting. It leverages the meeting transcript, speaker attribution, and contextual signals to generate a concise, structured summary in real time. This minimizes delay and provides actionable insights instantly. Reading the transcript (Option B) would require manual review and is not the fastest method. Intelligent recap (Option D) is typically available after the meeting concludes and processes recording data. Asking Copilot from the separate Microsoft 365 Copilot app (Option C) may not provide immediate, in-meeting contextual awareness.

Therefore, the fastest and most effective approach is to ask Copilot in Teams to summarize what you missed.

NEW QUESTION 22

In a Microsoft 365 Copilot conversation, you generate a report, and then edit the report in a page. You need to collaborate with a colleague on the report. What are two ways to achieve the goal?

- A. @mention the colleague in the page.
- B. Add the page to a notebook.
- C. Open the page in Microsoft Word.
- D. Share the page link.

Answer: AD

Explanation:

Microsoft 365 Copilot Pages supports collaboration similarly to other Microsoft 365 documents.

Collaboration requires notifying or granting access to colleagues.

Using @mentions within the page (Option A) directly notifies the colleague and facilitates collaborative engagement. Sharing the page link (Option D) allows others to access and edit the content according to permissions. These two methods provide complete collaboration workflows.

Adding the page to a notebook does not grant collaborative access. Opening the page in Word changes the editing surface but does not inherently enable collaboration unless shared.

Therefore, the correct answers are A and D.

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NEW QUESTION 27

You are creating a custom analytics agent in the Microsoft 365 Copilot app. The agent will use Microsoft Excel files that contain sales data as knowledge. You need to ensure that the agent can create visualizations, perform mathematical operations, create aggregations, and analyze the data in the files. What should you add to the agent?

- A. code interpreter
- B. image generator
- C. a suggested prompt
- D. a template

A.

Answer: A

Explanation:

When building a custom analytics agent in Microsoft 365 Copilot that must process structured data from Excel files, advanced analytical capabilities are required. According to Microsoft AI Business Professional guidance, tasks such as performing mathematical calculations, generating aggregations, creating charts, and conducting structured data analysis require programmatic execution capabilities rather than simple text generation.

A code interpreter enables the agent to run Python-based analytical operations in a secure execution environment. This allows the agent to manipulate datasets, compute totals and averages, perform grouping and filtering, and generate visualizations such as bar charts or line graphs based on the Excel data. The interpreter bridges the gap between natural language instructions and executable analytical logic.

An image generator is designed for creative visual content and is unrelated to structured data analytics. Suggested prompts and templates improve usability and consistency but do not provide computational or visualization capabilities.

Therefore, to enable mathematical operations, aggregation, data analysis, and visualization of Excel sales data, the correct component to add to the agent is a code interpreter.

NEW QUESTION 31

You are comparing the difference between Microsoft 365 Copilot and Microsoft 365 Copilot Chat. What is available in both versions?

- A. the Researcher agent
- B. Copilot Pages
- C. Copilot Notebooks

Answer: B

NEW QUESTION 33

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Outlook. Which two tasks can you achieve by using Copilot in Outlook? Each correct answer presents a complete the solution. NOTE: Each correct selection is worth one point.

- A. Insert a custom HTML signature that has specific formatting.
- B. Generate a draft response to an email based on the context of the conversation.
- C. Create a summary of unread emails in your inbox.
- D. Customize the folder structure to organize your emails.


Answer: BC

NEW QUESTION 38

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area


From Microsoft 365 Copilot, you can use  to help users begin conversations with an agent and guide the users to use the agent more effectively.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

From Microsoft 365 Copilot, you can use  to help users begin conversations with an agent and guide the users to use the agent more effectively.

NEW QUESTION 39

HOTSPOT

From Microsoft 365 Copilot, you add custom instructions.
 For each of the following statements, select Yes if the statement is true. Otherwise, select No.
 NOTE: Each correct selection is worth one point.

Statements	Yes	No
The instructions will apply to new chat conversations.	<input type="radio"/>	<input type="radio"/>
The instructions will apply to new conversations with the Researcher agent and the Analyst agent.	<input type="radio"/>	<input type="radio"/>
The instructions will apply to previous responses in existing conversation.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Statements	Yes	No
The instructions will apply to new chat conversations.	<input checked="" type="radio"/>	<input type="radio"/>
The instructions will apply to new conversations with the Researcher agent and the Analyst agent.	<input checked="" type="radio"/>	<input type="radio"/>
The instructions will apply to previous responses in existing conversation.	<input type="radio"/>	<input checked="" type="radio"/>

NEW QUESTION 41

HOTSPOT

What are two limitations of prompt scheduling in Microsoft 365 Copilot? To answer, select the appropriate options in the answer area.
 NOTE: Each correct selection is worth one point.

You can schedule the prompt to run as often as:

Once per hour

Once per day

Once per week

The maximum number of times that a scheduled prompt can run is:

15 times

365 times

Unlimited

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

You can schedule the prompt to run as often as:

Once per hour

Once per day

Once per week

The maximum number of times that a scheduled prompt can run is:

15 times

365 times

Unlimited

NEW QUESTION 46

You attend many Microsoft Teams meetings.

You want to ensure that you can catch up on key points and next steps after each meeting. Which Microsoft 365 Copilot feature should you use after the meetings?

- A. Recap
- B. Meeting Whiteboard
- C. Meeting info
- D. Thread summaries

Answer: A

NEW QUESTION 49

HOTSPOT

You are a business user who uses Microsoft 365 apps and services, including Microsoft Teams. You have a work account.

You want to use Microsoft 365 Copilot to help with meetings.

For each of the following statements, select Yes if the statement is true. Otherwise, select No.

NOTE: Each correct selection is worth one point.

Answer Area

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	<input type="radio"/>	<input type="radio"/>
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	<input type="radio"/>	<input type="radio"/>
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	<input type="radio"/>	<input checked="" type="radio"/>
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	<input checked="" type="radio"/>	<input type="radio"/>
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	<input checked="" type="radio"/>	<input type="radio"/>

NEW QUESTION 50

HOTSPOT

For each of the following statements, select Yes if the statement is true. Otherwise, select No. NOTE: Each correct selection is worth one point.

Answer Area

Statements	Yes	No
Microsoft 365 Copilot is trained on your organization's business data.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements

Microsoft 365 Copilot is trained on your organization's business data.

Yes

No

Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.

Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.

NEW QUESTION 54

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

▼

- Microsoft Defender for Cloud
- Microsoft Entra ID
- Microsoft Intune
- Microsoft Purview

_____ enables organizations to apply governance policies to conversations generated by using Microsoft 365 Copilot.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

▼

- Microsoft Defender for Cloud
- Microsoft Entra ID
- Microsoft Intune
- Microsoft Purview

_____ enables organizations to apply governance policies to conversations generated by using Microsoft 365 Copilot.

NEW QUESTION 57

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Teams.

Which two tasks can you achieve by using Copilot in Teams? Each correct answer presents a complete the solution.

NOTE: Each correct selection is worth one point.

- A. Mute and unmute participants in a meeting based on their location.
- B. Create a custom background and add the background to your video calls.
- C. Create a meeting summary, including key decisions and action items.
- D. Draft a response to a channel message based on the context of the conversation.

Answer: CD

NEW QUESTION 61

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