Microsoft

Exam Questions AB-730

AI Business Professional

NEW QUESTION 1
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 2
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 can surface data from Microsoft Teams chats.	○	○
Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.	○	○
Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:
Microsoft 365 Copilot can use Microsoft Graph-grounded data (based on the user??s permissions) to help users work with Microsoft 365 content. This includes surfacing and summarizing information from Teams chats, so statement 1 is true. Copilot can also summarize and generate content related to Teams meetings (for example, meeting recap details, key discussion points, and follow-up actions when meeting artifacts such as transcript/notes are available), and it can answer questions and draft related content—so statement 3 is true.
Statement 2 is false because, while Copilot can draft emails and help prepare messages, it does not independently schedule and send emails automatically ??based on conditions?? as a native Copilot function. Conditional sending is typically handled through workflow automation tools (for example, Power Automate) and still requires appropriate configuration, permissions, and governance. In enterprise environments, this separation helps reduce risk by ensuring that automated outbound communication remains controlled, auditable, and compliant.

NEW QUESTION 3
You use Microsoft 365 Copilot.
You regularly upload the same five files to Copilot chats.
You need to simplify referencing the files in the chats.
What are two ways to achieve the goal?

A. Send a prompt that includes the files, and then save the prompt.
B. Create a notebook that references the files.
C. Ask the data engineers to create a fine-tuned model.
D. Create an agent that has a knowledge source.
E. Zip the documents and upload the ZIP file to the chats.

Answer: BD

Explanation:
Microsoft 365 Copilot provides structured ways to persist and reuse knowledge sources to avoid repeatedly uploading the same files.
Creating a notebook that references the five files (Option B) allows those documents to remain attached within a persistent workspace. Copilot can then consistently ground responses in those files without re-uploading them for every conversation.

Creating an agent with a defined knowledge source (Option D) also provides a reusable solution. By configuring the five files as part of the agent??s knowledge base, the agent can automatically reference them in future interactions.
Saving a prompt does not persist file attachments. Fine-tuning models is not part of standard Microsoft 365 Copilot user workflows. Uploading a ZIP file does not improve reference management and may reduce accessibility of individual documents.
Therefore, the correct solutions are to create a notebook that references the files and to create an agent with a knowledge source.

NEW QUESTION 4
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
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded in the web, the response will always be identical.	○	○
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded in your own data, the response will always be identical.	○	○
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded only in the model's knowledge, the response will always be identical.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:
All three statements arefalsebecause generative AI responses are not guaranteed to be identical even when the prompt is the same. First, when grounded in theweb, results can vary due to changing web content, different retrieved sources, or differences in how information is summarized at run time. Second, when grounded inyour organization's data, responses can change based on updates to files, emails, meetings, permissions, or which specific items Copilot retrieves as the most relevant context at that moment. Third, even when relying only on the model's general knowledge, large language models are probabilistic: they may choose different wording, structure, examples, or emphasis across runs, especially when temperature/decoding settings and internal routing differ. In business scenarios, this means Copilot outputs should be treated as drafts that may require validation, and repeatability should be improved by adding precise constraints (cite specific sources, use fixed formats, specify exact sections, and request verbatim quotes where appropriate).

NEW QUESTION 5
You create a prompt in Microsoft 365 Copilot to help you create a draft project report.
You need the prompt to be available in the Copilot Prompt Gallery.
What should you do first?

A. Create a noteboo
B. Add an agen
C. Create a pag
D. Run the prompt.

Answer: D

Explanation:
To add a custom prompt to the Microsoft 365 Copilot prompt gallery, type your prompt in the chat, click the "Save prompt" (bookmark) icon that appears after the response, and title it for future use. Access the gallery via the "View Prompts" icon in the chat pane to manage or share your saved prompts.
Reference:
https://www.youtube.com/watch?v=BkjK2ZISS1A

NEW QUESTION 6
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 7
You have a Microsoft Excel workbook open that contains a table. The table contains sales data and the following columns:
- OrderDate

- OrderNumber
- Amount

You plan to use Microsoft Copilot in Excel to generate a monthly summary of the sales data in the table.
What should you include in the prompt to generate an effective summary? More than one answer choice may achieve the goal. Select the BEST answer.

A. the desired format of the response
B. a specific cell range from the worksheet
C. the file name of the workbook
D. the clear goal of the summary
E. a formula to calculate monthly totals

Answer: AD

Explanation:
To generate an effective monthly sales summary using Microsoft Copilot in Excel, your prompt must include a clear goal that specifies exactly what you want to achieve.
Why the Goal Matters
A clear goal is the most critical part of a prompt. Without it, Copilot may provide generic insights that don't align with your business needs.
Elements of an Effective Prompt
While a goal is the only required element, adding these components can significantly improve results:
Goal: What you specifically want Copilot to do (e.g., "Summarize monthly sales").
Context: Why you need it or who the audience is (e.g., "for a leadership briefing").
Expectations: How you want the output to look (e.g., "in a bulleted list" or "as a PivotTable").
Source: Which specific data to use (e.g., "from the 'SalesTable'").
Example of an Effective Prompt
Instead of saying "Summarize this data," use a structured prompt like this:
"Summarize the monthly revenue from the 'SalesTable' [Goal/Source]. Identify the top-performing product category and any significant sales trends [Context]. Present the findings in a concise bulleted list for my manager [Expectations]."
Reference:
https://stringfestanalytics.com/how-to-write-effective-prompts-for-copilot-in-excel/

NEW QUESTION 8
You are a project coordinator for a small consulting firm.
You are responsible for tracking client communications, managing project timelines, and preparing weekly status updates for internal stakeholders.
You have a Microsoft 365 Copilot license.
You create an agent to help you monitor project milestones, follow up on client emails, and generate weekly summary reports.
With whom can you share the agent?
A. only Microsoft Teams channel members
B. any person who has a valid email address
C. the people in your organization and people that have personal Microsoft accounts
D. only the people in your organization

A.

Answer: D

NEW QUESTION 9
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
You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.	○	○
You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.	○	○
You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.	○	○

A. Mastered
B. Not Mastered

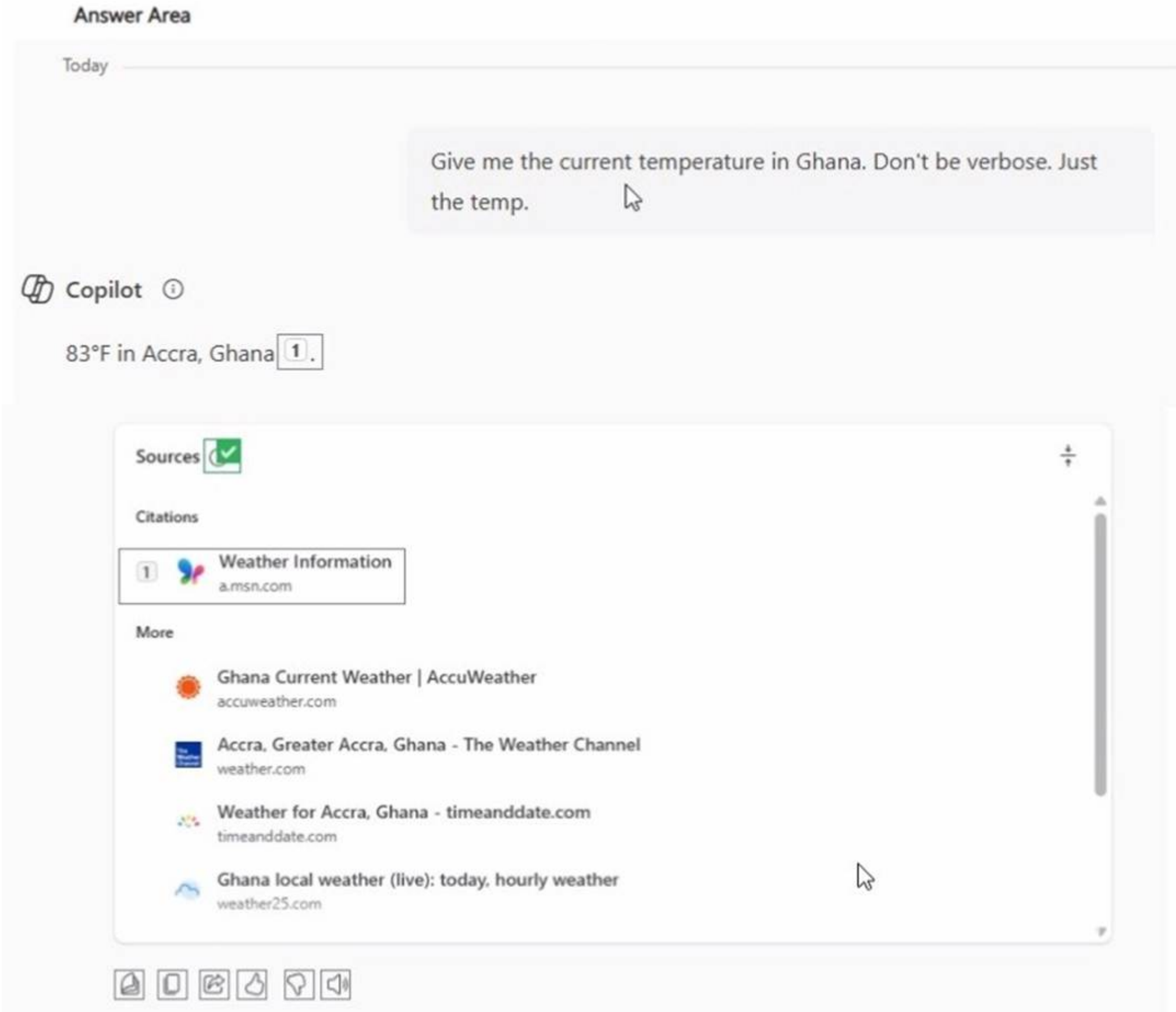
Answer: A

Explanation:

Answer Area

Statements	Yes	No
You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.	○	○
You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.	○	○
You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.	○	○

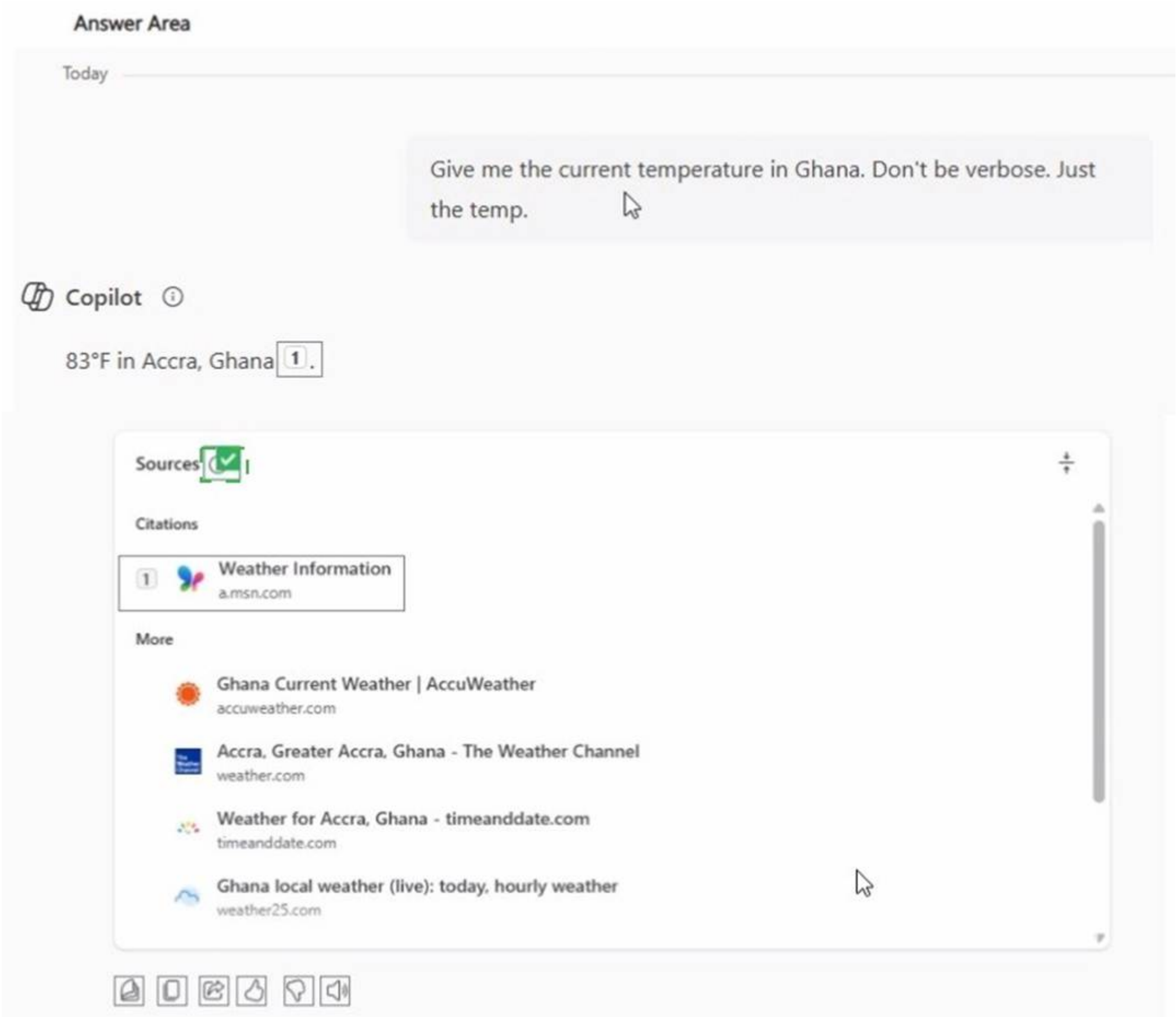
NEW QUESTION 10
HOTSPOT
While using Microsoft 365 Copilot, content is returned from a website. You need to verify the exact search query used to find the website. What should you use?
To answer, select the appropriate options in the answer area.



A. Mastered
B. Not Mastered

Answer: A

Explanation:



NEW QUESTION 10
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
Prompt injection can cause data exposure and unintended system behavior.	○	○
Prompt injection can be used to embed malicious or harmful instructions.	○	○
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Prompt injection is a generative AI security risk where an attacker inserts instructions (often hidden in text, documents, webpages, or user inputs) to override or manipulate the assistant??s intended behavior. This can lead to unintended actions such as ignoring policy controls, producing unsafe outputs, or attempting to reveal sensitive information. Because generative AI systems follow natural-language instructions, they can be socially engineered to prioritize malicious content unless safeguards are in place. This is why prompt injection can cause data exposure (for example, attempting to extract confidential content from grounded sources) and can also embed harmful instructions that redirect the model??s behavior. In enterprise settings like Microsoft 365 Copilot, mitigations include grounding boundaries, permission trimming, content filtering, and instruction hierarchy (system policies over user instructions). From a business governance perspective, users should treat untrusted inputs (emails, documents, web text) as potentially hostile and apply least-privilege access and validation when using AI outputs in decision-making.

NEW QUESTION 15
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
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 19
You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Word.
Which two tasks can you achieve by using Copilot in Word?

A. Insert a table of contents based on the headings in your document.
B. Insert a custom watermark that has specific text and formatting.
C. Generate a summary of the key points in your document.
D. Customize the page margins to match your company's document standards.

Answer: AC

Explanation:
Copilot in Word assists with content generation, summarization, rewriting, and structural organization. It can analyze document headings and insert a table of contents based on structured heading styles, supporting document navigation. It can also generate summaries of key points, which aligns directly with generative AI text analysis capabilities.
Custom watermark formatting and precise page margin configuration are traditional Word formatting functions and are not core generative AI capabilities of Copilot.
Therefore, the correct answers are A and C.
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NEW QUESTION 23
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

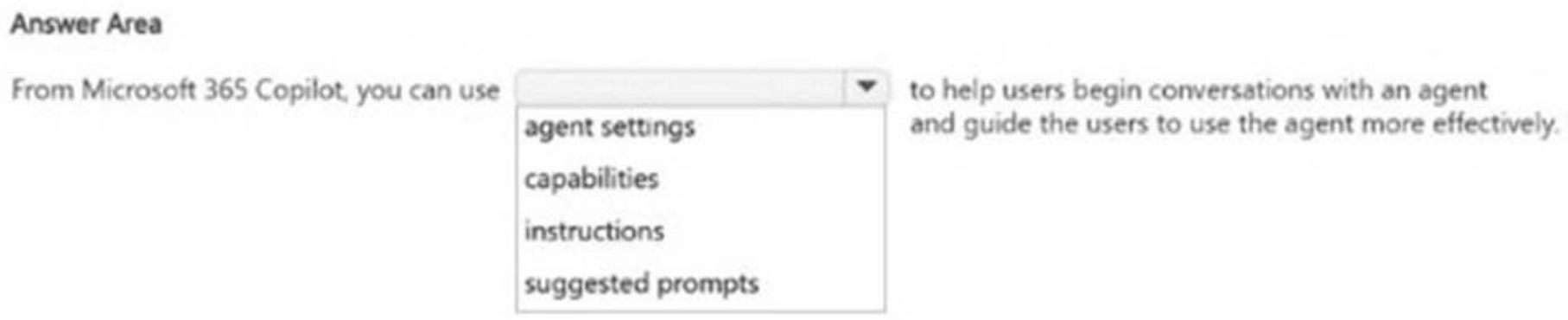
Explanation:
When building a custom analytics agent in Microsoft 365 Copilot that must process structured data from Excel files, advanced analytical capabilities are required. According to Microsoft AI Business Professional guidance, tasks such as performing mathematical calculations, generating aggregations, 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 27
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

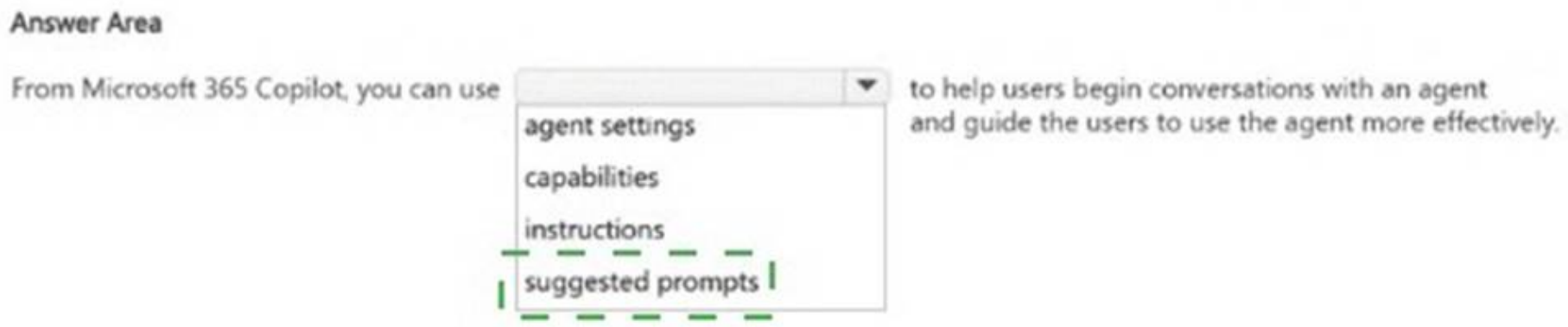
NEW QUESTION 30
HOTSPOT
Select the answer that correctly completes the sentence.



A. Mastered
B. Not Mastered

Answer: A

Explanation:



NEW QUESTION 32
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.	○	○
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	○	○
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	○	○

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.	○	○
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	○	○
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	○	○

NEW QUESTION 37
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.	○	○
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.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements	Yes	No
Microsoft 365 Copilot is trained on your organization's business data.	○	○
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 41
You have a Microsoft 365 subscription.
You do NOT have a Microsoft 365 Copilot license.
When you send a prompt in Microsoft 365 Copilot Chat, which three sources does Copilot Chat use to respond? Each correct answer presents part of the solution.
NOTE: Each correct selection is worth one point.

A. chat data in Microsoft Teams
B. your organization's databases
C. the prompt context
D. organizational data in Microsoft 365
E. internet search data
F. the conversation history

Answer: CEF

NEW QUESTION 43
HOTSPOT
Select the answer that correctly completes the sentence.

Answer Area

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

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

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area

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

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

NEW QUESTION 45
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