

Microsoft

Exam Questions AB-730

AI Business Professional



NEW QUESTION 1

You use the Researcher agent in Microsoft 365 Copilot to generate a report. What can you use to verify whether the report was generated by using valid sources?

- A. citations
- B. instructions
- C. memory
- D. capabilities

Answer: A

Explanation:

The Researcher agent in Microsoft 365 Copilot is designed to gather and synthesize information from web and organizational sources. To support transparency and trust, Copilot provides citations alongside generated content when external or referenced material is used. Citations allow users to review the original sources that informed the generated report. This aligns with Microsoft's Responsible AI commitment to transparency and verifiability. By selecting or reviewing citations, users can confirm that the information originates from credible and relevant references rather than unsupported model-generated text. Instructions define how the agent behaves but do not validate source authenticity. Memory refers to conversational context retention and does not confirm source validity. Capabilities describe what the agent can do, not whether its output is grounded in legitimate sources. Therefore, to verify that a report generated by the Researcher agent uses valid sources, you should review the citations.

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.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.	<input type="radio"/>	<input type="radio"/>

- 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 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 4

You run a prompt by using the Researcher agent in Microsoft 365 Copilot.
 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 continue the conversation in Copilot in Word.	<input type="radio"/>	<input type="radio"/>
You can continue the conversation in Copilot for Teams.	<input type="radio"/>	<input type="radio"/>
You can continue the conversation in Copilot in Outlook.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

You can continue the conversation in Copilot in Word. Answer Yes
 You can continue the conversation in Copilot for Teams. Answer Yes
 You can continue the conversation in Copilot in Outlook. Answer Yes
 Microsoft 365 Copilot provides cross-application continuity across supported Microsoft 365 apps. When using the Researcher agent, users can continue or extend their work within applications such as Word, Teams, and Outlook.
 In Word, users can incorporate research results directly into drafted documents, enabling seamless transition from research to content creation. In Teams, Copilot supports contextual collaboration by allowing insights from research to inform meetings or chats. In Outlook, findings can be referenced to compose informed and data-driven communications.
 This interoperability is enabled by Microsoft Graph integration, which allows Copilot to securely access and contextualize enterprise data across applications while respecting organizational permissions.
 These capabilities demonstrate effective management of prompts and conversations by maintaining workflow continuity, enhancing productivity, and supporting enterprise-grade collaboration powered by generative AI.

NEW QUESTION 5

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 6

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 7

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.	<input type="radio"/>	<input type="radio"/>
Prompt injection can be used to embed malicious or harmful instructions.	<input type="radio"/>	<input type="radio"/>
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	<input type="radio"/>	<input type="radio"/>

- 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 8

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 9

HOTSPOT - Select the answer that correctly completes the sentence.

Answer Area

in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is **NOT** used to train AI models.

- The Common Data Model
- Enterprise data protection (EDP)
- Sensitivity labels
- Zero Trust

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:



NEW QUESTION 10

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 10

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.

NEW QUESTION 15

You are a medical researcher.

You need to ensure that Microsoft 365 Copilot responds to you in a professional manner that is appropriate to your field. What is the best approach to achieve the goal?

- A. In the conversation, attach an example to your prompts.
- B. From Settings, configure Custom instructions.
- C. In the conversation, create a sample prompt and save it to the Copilot Prompt Gallery.
- D. From Settings, configure Copilot Memory.

Answer: B

Explanation:

Custom instructions allow users to define persistent preferences for tone, style, and response behavior across conversations. Microsoft documentation explains that Custom instructions help tailor Copilot responses to professional roles, communication styles, and domain expectations.

For a medical researcher requiring consistently professional, field-appropriate responses, configuring Custom instructions in Settings ensures that Copilot maintains the desired tone and terminology in future interactions.

Attaching examples influences only a single conversation. Saving prompts to the Prompt Gallery aids reuse but does not enforce tone globally. Copilot Memory stores factual preferences but is not intended for style configuration.

Therefore, the best and most comprehensive approach is to configure Custom instructions in Settings.

NEW QUESTION 16

You are discussing Microsoft 365 Copilot with a colleague. The colleague asks which data Copilot uses to answer questions when using the Work scope. What should you tell your colleague?

- A. Copilot provides responses based only on the general knowledge that Copilot was trained on.
- B. Copilot provides responses based on all the data in your organization's Microsoft 365 environment and the general knowledge that Copilot was trained on.
- C. Copilot provides responses based only on data that the user can access and the general knowledge that Copilot was trained on.
- D. Copilot provides responses based only on data that the user can access.

A.

Answer: C

Explanation:

Microsoft 365 Copilot operates within two primary knowledge boundaries: its foundational large language model training data and the organizational data available within the Microsoft 365 tenant. However, Copilot strictly enforces Microsoft's security and compliance model, meaning it only retrieves and uses data that the signed-in user is authorized to access.

When using the Work scope, Copilot combines the general knowledge it was trained on with organizational data such as documents, emails, chats, calendars, and files stored in Microsoft 365. Importantly, Copilot respects role-based access control and existing permissions. It does not surface information from content the user does not have access to.

Option A is incomplete because Work scope includes organizational data. Option B is incorrect because Copilot does not access all tenant data indiscriminately; it is permission-scoped. Option D is incomplete because Copilot also leverages its general training knowledge.

Therefore, the correct explanation is that Copilot provides responses based only on data the user can access, combined with its general training knowledge.

NEW QUESTION 19

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 22

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

If you start a temporary chat in Microsoft 365 Copilot, and then start a new chat, all the prompts and responses from the temporary chat will be

deleted immediately

deleted after one hour.

moved to a private notebook.

moved to your Microsoft OneDrive.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

If you start a temporary chat in Microsoft 365 Copilot, and then start a new chat, all the prompts and responses from the temporary chat will be

deleted immediately

deleted after one hour.

moved to a private notebook.

moved to your Microsoft OneDrive.

NEW QUESTION 26

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 31

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 33

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