

# Microsoft

## Exam Questions AB-730

AI Business Professional



**NEW QUESTION 1**

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 2**

A colleague from another company shares a link to a prompt. When you select the link, you receive the following response: "Prompt not found. Sorry, it looks like the prompt is no longer available." What is a possible cause of the response?

- A. The prompt is a scheduled prompt.
- B. The prompt contains a reference to a file that you do NOT have access to.
- C. The prompt is outdated.
- D. The prompt contains a file that has a sensitivity label applied.
- E. The prompt is outside of your organization.

**Answer:** E

**Explanation:**

Microsoft 365 Copilot operates within the security, compliance, and identity boundaries of a Microsoft 365 tenant. Shared prompts, prompt links, and Copilot artifacts are governed by organizational access controls and tenant isolation. If a prompt is created and shared from outside your organization, cross-tenant access may not be supported depending on the sharing configuration and administrative policies. When a user attempts to open a prompt that resides in another organization's tenant without proper cross-tenant sharing permissions, Copilot cannot locate or validate the resource within the user's own environment. As a result, the system displays a "Prompt not found" message. Option B would typically result in an access or permissions error rather than the prompt being unavailable entirely. Sensitivity labels and scheduled prompts do not inherently cause a "not found" error. Therefore, the most likely cause is that the prompt exists outside your organization's tenant boundary and is not accessible to you.

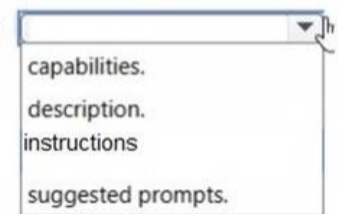
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**NEW QUESTION 3**

Select the answer that correctly completes the sentence.

Answer Area

You are creating an agent in the Microsoft 365 Copilot app. The agent persona must be warm and friendly. To set the persona, you should modify the



- A. Mastered
- B. Not Mastered

**Answer:** A

**Explanation:**

The correct answer is instructions because an agent's persona—such as being warm, friendly, formal, or analytical—is defined through its behavioral and communication guidance. In Microsoft 365 Copilot, the Instructions field controls how the agent responds, including tone, style, personality, response structure, and interaction patterns. The description typically explains what the agent does, not how it communicates. Capabilities define what tasks the agent can perform, such as summarizing documents or analyzing data. Suggested prompts provide example user queries but do not control the agent's personality or communication style. To establish a warm and friendly persona, the instructions should explicitly state guidance such as: "Respond in a supportive, conversational tone. Use clear and positive language. Be encouraging and approachable." This ensures consistent tone across all interactions. Defining persona through instructions reflects prompt engineering best practices in generative AI, enabling predictable behavior, improved user experience, and alignment with organizational communication standards within Microsoft 365 Copilot environments.

**NEW QUESTION 4**

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 5**

Select the answer that correctly completes the sentence.

**Answer Area**

Overreliance is a common risk associated with generative AI, where

users exploit vulnerabilities to elicit unauthorized behavior.

the model is tricked into exposing confidential information.

the model generates misleading, inaccurate, or irrelevant content.

users accept the AI-generated output without verifying its accuracy

- A. Mastered
- B. Not Mastered

**Answer: A**

**Explanation:**

**Answer Area**

Overreliance is a common risk associated with generative AI, where

users exploit vulnerabilities to elicit unauthorized behavior.

the model is tricked into exposing confidential information.

the model generates misleading, inaccurate, or irrelevant content.

users accept the AI-generated output without verifying its accuracy

**NEW QUESTION 6**

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**

|   | <b>Yes</b>            | <b>No</b>             |
|---|-----------------------|-----------------------|
| You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent.              | <input type="radio"/> | <input type="radio"/> |
| You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent.              | <input type="radio"/> | <input type="radio"/> |
| You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent. | <input type="radio"/> | <input type="radio"/> |

- A. Mastered
- B. Not Mastered

**Answer: A**

**Explanation:**

Statements:

You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent. Answer: Yes

You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent. Answer: No

You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent. Answer: NO

Microsoft 365 Copilot Agent Builder supports grounding agents in approved knowledge sources so responses are accurate and permission-trimmed. Teams chats can be used as a knowledge source: Microsoft Learn confirms you can ground an agent in Teams data, including chat messages (and optionally scope to specific chats), enabling the agent to reference collaboration context when answering questions.

ACopilot conversation itself is not a supported "knowledge source" option; knowledge sources are configured from items like SharePoint content, Teams, email, websites, uploaded files, and connectors—not prior chat transcripts.

Finally, JPG images are not supported as knowledge-source file types. Microsoft's supported file types for agent knowledge include documents like .doc/.docx, .pdf, .ppt/.pptx, .txt, and Excel formats (.xls/.xlsx), but not image formats. Therefore, you cannot use a JPG as a knowledge source for a Copilot agent.

**NEW QUESTION 7**

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 8**

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.

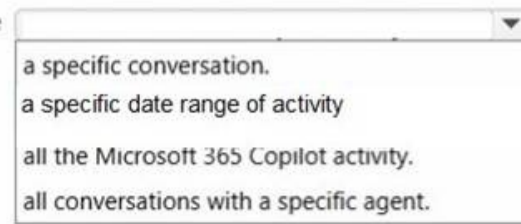
Therefore, the correct solutions are to create a notebook that references the files and to create an agent with a knowledge source.

**NEW QUESTION 9**

**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 10**

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.

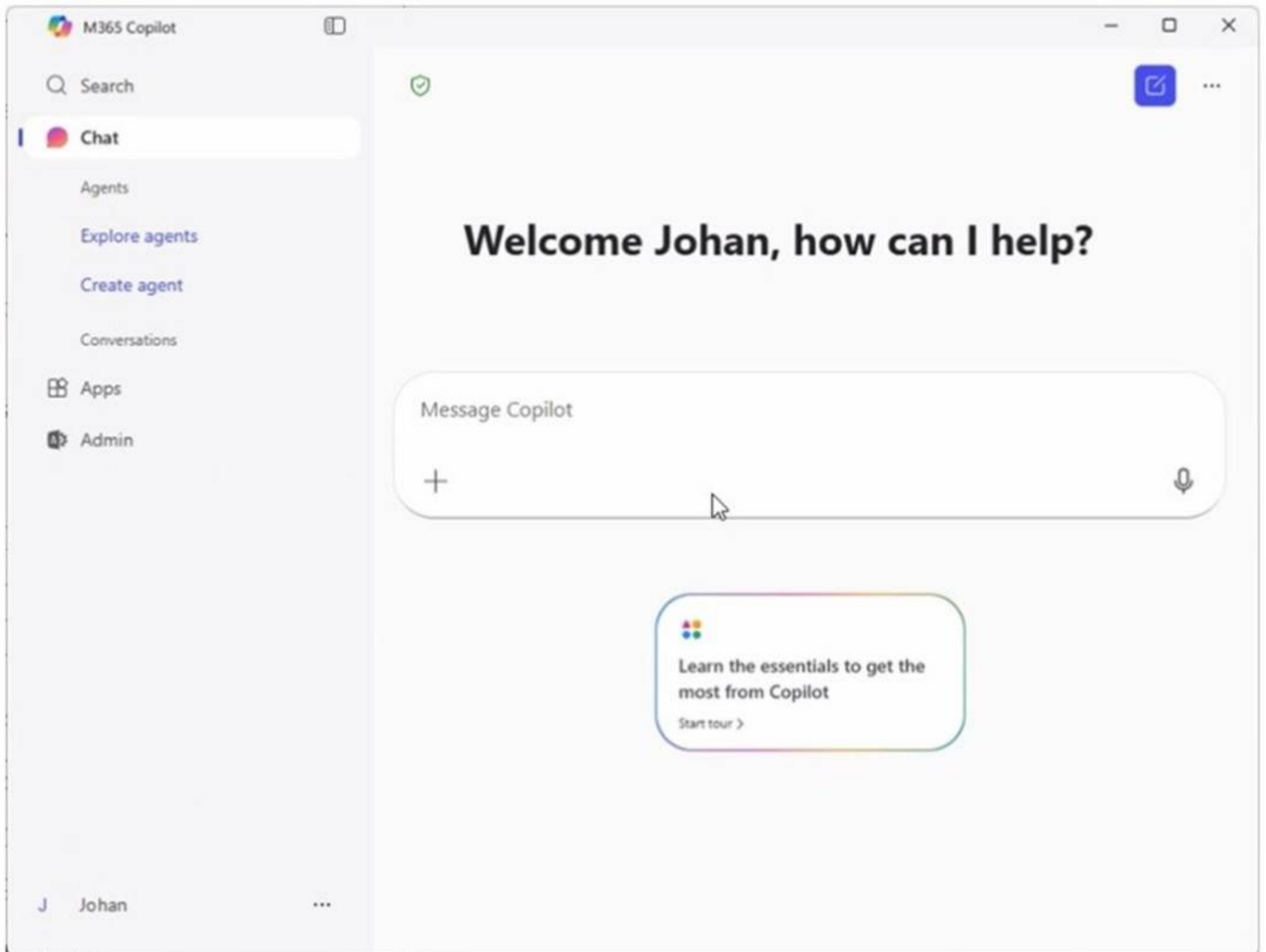
Consolidated Output: Use a prompt like "Create an executive summary based on all references in this notebook" to generate one unified entity.

Reference:

[https://techcommunity.microsoft.com/blog/microsoft\\_365blog/introducing-copilot-notebooks-a-whole-new-way-to-work-with-ai-in-onenote/4428626](https://techcommunity.microsoft.com/blog/microsoft_365blog/introducing-copilot-notebooks-a-whole-new-way-to-work-with-ai-in-onenote/4428626)

**NEW QUESTION 10**

You sign in to the Microsoft 365 Copilot app by using your work account as shown in the following exhibit



A colleague tells you that when they open the Microsoft 365 Copilot app, they have access to the Researcher agent. You need to access to the Researcher agent. What should you do?

- A. From Microsoft Edge, use your work account to sign in to <https://copilot.microsoft.com>.
- B. Select Explore agents and then search for Researcher.
- C. Sign in to the Copilot app by using a personal account
- D. Request a Microsoft 365 Copilot license from an administrator.

A.

**Answer:** B

**NEW QUESTION 13**

**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.

Answer Area

Today

Give me the current temperature in Ghana. Don't be verbose. Just the temp.

Copilot ⓘ

83°F in Accra, Ghana 1.

Sources 

Citations

1  Weather Information  
a.msn.com

More

-  Ghana Current Weather | AccuWeather  
accuweather.com
-  Accra, Greater Accra, Ghana - The Weather Channel  
weather.com
-  Weather for Accra, Ghana - timeanddate.com  
timeanddate.com
-  Ghana local weather (live): today, hourly weather  
weather25.com



- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Today

Give me the current temperature in Ghana. Don't be verbose. Just the temp.

 Copilot 

83°F in Accra, Ghana 1.

Sources 

Citations

1  Weather Information  
a.msn.com

More

-  Ghana Current Weather | AccuWeather  
accuweather.com
-  Accra, Greater Accra, Ghana - The Weather Channel  
weather.com
-  Weather for Accra, Ghana - timeanddate.com  
timeanddate.com
-  Ghana local weather (live): today, hourly weather  
weather25.com



**NEW QUESTION 17**

You create a Microsoft 365 Copilot notebook and add a file named Process.docx from a local folder. Yesterday, you updated Process.docx in the local folder. What will occur when you chat in the notebook?

- A. The chat will reference both versions of Process.docx.
- B. The chat will reference the most recent version of Process.docx.
- C. The chat will reference only the original version of Process.docx.

A.

**Answer: C**

**Explanation:**

Microsoft 365 Copilot notebooks use the version of a file that was uploaded or attached at the time it was added to the notebook. When a document such as Process.docx is added from a local folder, Copilot references that uploaded snapshot of the file. If the file is later modified locally, the notebook does not automatically sync or refresh with the updated local version unless the updated file is re-uploaded.

Microsoft guidance on grounding and file references explains that Copilot works with the specific content stored in Microsoft 365 or the attached artifact within the notebook session. Since the updated version remains in the local folder and was not reattached, Copilot continues to use the originally added version. Therefore, during subsequent chats in the notebook, Copilot references only the original uploaded version of Process.docx.

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**NEW QUESTION 20**

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 22**

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 25**

**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 30**

**HOTSPOT**

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365 Copilot, you can use

agent settings

capabilities

instructions

suggested prompts

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 33**

**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 37**

**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 <b>NOT</b> 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

Copilot can answer questions about Teams meetings that you are **NOT** invited to.

Yes

No

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 40**

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 45**

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