

AB-730 Dumps

AI Business Professional

<https://www.certleader.com/AB-730-dumps.html>



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.

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The Researcher agent

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▼

The Analyst agent
Chat
The Researcher agent

NEW QUESTION 3

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 4

You need to access Microsoft 365 Copilot from a web browser. Which URL should you use?

- A. <https://m365.cloud.microsoft>
- B. <https://copilotstudio.microsoft.com>
- C. <https://myapps.microsoft.com>
- D. <https://myaccountmicrosoft.com>

Answer: A

Explanation:

Microsoft 365 Copilot can be accessed via its dedicated web experience for enterprise users. The correct web entry point for Microsoft 365 Copilot is <https://m365.cloud.microsoft>, which provides authenticated access to Copilot features within the Microsoft 365 environment. This URL routes users into the Microsoft 365 ecosystem where Copilot integrates with organizational data such as SharePoint, OneDrive, Teams, and Outlook. It ensures that users are authenticated through Microsoft Entra ID and that access controls are enforced according to tenant policies. Option B refers to Copilot Studio, which is used to build and manage custom copilots and agents rather than access the Microsoft 365 Copilot chat experience. Option C (My Apps) is a general application launcher portal. Option D is an incorrect account management URL and does not provide Copilot access. Therefore, to access Microsoft 365 Copilot from a web browser, the correct URL is <https://m365.cloud.microsoft>.

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 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 7

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.

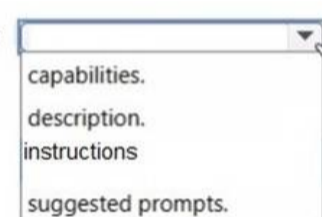
Statement 2 is false because, while Copilot can draft emails and help prepare messages, it does not independently schedule and send emails automatically based on conditions as a native Copilot function. Conditional sending is typically handled through workflow automation tools (for example, Power Automate) 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 8

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 9

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 10

You use Microsoft 365 Copilot.

You discover that you had a conversation that used a knowledge source that contains confidential information.

You need to delete the conversation data without requiring administrative approval. You must retain your other conversations, if possible.

What should you use?

- A. the Microsoft 365 Copilot app
- B. the Microsoft 365 admin center
- C. the Microsoft Purview compliance portal
- D. the My Account portal in Microsoft 365 Copilot

Answer: D

Explanation:

Microsoft 365 Copilot follows Microsoft's enterprise data governance and privacy principles, which allow users to manage their own conversation history where appropriate. According to Microsoft AI Business Professional guidance, users can review and delete individual Copilot conversation histories directly from their personal account settings without requiring administrative intervention.

Option D is correct because the My Account portal in Microsoft 365 Copilot allows individual users to manage their activity history, including deleting specific conversations. This enables targeted removal of sensitive interactions while retaining other conversation data.

Option A is incorrect because the Copilot app itself does not provide full account-level activity management capabilities. Options B and C are administrative tools used for tenant-wide governance, compliance, retention policies, and eDiscovery. These portals typically require administrative privileges and are not intended for individual user self-service deletion of specific conversations.

Therefore, to delete a single confidential Copilot conversation without affecting other chats and without requiring administrator approval, the correct tool is the My Account portal in Microsoft 365 Copilot.

NEW QUESTION 10

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 11

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. | <input type="radio"/> | <input type="radio"/> |
| 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. | <input type="radio"/> | <input type="radio"/> |
| 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. | <input type="radio"/> | <input type="radio"/> |

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

All three statements are false because generative AI responses are not guaranteed to be identical even when the prompt is the same. First, when grounded in the web, results can vary due to changing web content, different retrieved sources, or differences in how information is summarized at run time. Second, when grounded in your 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 12

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 13

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 15

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 20

You need to improve prompt-grounding during a Microsoft 365 Copilot conversation. What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. Use shorter prompt
- B. Provide the desired output forma
- C. Avoid technical jargon
- D. Reference specific files.

Answer: D

Explanation:

To significantly improve prompt-grounding and accuracy during a Microsoft 365 Copilot conversation, you should explicitly reference specific files, folders, or emails. While Copilot automatically attempts to ground responses in your Microsoft Graph data, guiding it to precise, authorized sources reduces the risk of generating "ungrounded" (hallucinated) content.

Here are the best practices for referencing files to ground your Copilot prompts:

Methods for Referencing Files

Use the Forward Slash (/): Typing a forward slash (/) followed by the file name in the Copilot chat box is the primary way to bring up a list of relevant, recently used files.

Use the Attachment Icon: Click the attachment icon to browse your OneDrive or SharePoint for specific documents, spreadsheets, or presentations.

Explicit Naming: Use clear, descriptive names. For example: "Summarize the findings in '/ProjectAlpha_Draft.docx'".

Copy/Paste Links: If a file does not appear in the suggestions, open the file in SharePoint or OneDrive, copy the link, and paste it directly into the prompt.

Reference:

<https://www.datastudios.org/post/microsoft-copilot-prompting-techniques-structure-grounding-and-workflow-optimisation>

NEW QUESTION 25

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 review the Microsoft 365 Copilot activity history from the My Account portal. | <input type="radio"/> | <input type="radio"/> |
| When you delete the Microsoft 365 Copilot activity history, you also immediately delete all the associated notebooks and pages. | <input type="radio"/> | <input type="radio"/> |
| Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns. | <input type="radio"/> | <input type="radio"/> |

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements

You can review the Microsoft 365 Copilot activity history from the My Account portal.

When you delete the Microsoft 365 Copilot activity history, you also immediately delete all the associated notebooks and pages.

Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.

| Yes | No |
|----------------------------------|----------------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input checked="" type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> |

NEW QUESTION 30

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 32

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 37

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 42

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 47

You use Microsoft 365 Copilot to generate a training plan. You need to check if there are any existing training plans in your organization that are similar to the new training plan. What should you use in Copilot?

- A. Search
- B. Designer
- C. Apps
- D. Pages

A.

Answer: A

Explanation:

Microsoft 365 Copilot integrates with Microsoft Search to help users discover relevant content across their organization's Microsoft 365 data estate, including SharePoint, OneDrive, Teams, and Exchange. When the objective is to determine whether similar training plans already exist, the appropriate action is to perform a search across organizational content. Using Search allows Copilot to query indexed enterprise documents and return files, plans, or related materials that the user has permission to access. This supports content reuse, avoids duplication of work, and aligns with Microsoft's guidance on leveraging organizational knowledge efficiently. Designer is focused on visual content creation, Apps provides access to Microsoft 365 applications, and Pages is used for creating and organizing content within Copilot. None of these options are intended for discovering existing documents across the tenant. Therefore, to identify similar existing training plans within your organization, the correct tool to use in Copilot is Search.

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NEW QUESTION 51

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 53

You receive the following response to a prompt: "Sorry, it looks like I can't respond to this. Let's try a different topic." What is a possible cause of the response?

- A. The prompt is too vague to elicit a response.
- B. The prompt contains language that violates safety guidelines.
- C. The prompt contains more than five requests.
- D. The prompt is larger than the allowed context window.

Answer: B

Explanation:

Microsoft 365 Copilot follows Microsoft's Responsible AI principles and enforces strict content safety policies. When a prompt violates safety guidelines---such as containing harmful, abusive, illegal, or restricted content---the system may refuse to generate a response. The refusal message shown is consistent with safety filtering behavior.

Generative AI systems include moderation layers that evaluate prompts before generating output. If the prompt is classified as unsafe or non-compliant with policy, Copilot blocks the request and encourages the user to try a different topic.

A vague prompt typically results in a generic or clarifying response rather than a refusal. There is no fixed limit of five requests per prompt. Exceeding the context window usually results in truncation or processing errors, not a safety-based refusal message.

Therefore, the most likely cause of the response is that the prompt contains language that violates safety guidelines.

NEW QUESTION 54

You run a saved prompt and receive the following response:

"You asked for a summary of File.docx. However, the file appears to be either empty, corrupted, or in a format that I cannot process."

What is a possible cause of the response?

- A. You did NOT schedule the prompt to run.
- B. You ran the prompt from a web app instead of a desktop app.
- C. You used the wrong agent to run the prompt.
- D. You do NOT have access to the file.

Answer: D

NEW QUESTION 59

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 63

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

Answer: B

NEW QUESTION 64

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 | Yes | No |
|---|----------------------------------|----------------------------------|
| Microsoft 365 Copilot is trained on your organization's business data. | <input type="radio"/> | <input checked="" type="radio"/> |
| Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you. | <input checked="" 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 checked="" type="radio"/> | <input type="radio"/> |

NEW QUESTION 67

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 68

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