

Exam Questions AB-730

AI Business Professional

<https://www.2passeasy.com/dumps/AB-730/>



NEW QUESTION 1

You have a Microsoft 365 Copilot license.
You plan to run several prompts.

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

NOTE: Each correct selection is worth one point.

Answer Area

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

 The Analyst agent
 Chat
 The Researcher agent

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

 The Analyst agent
 Chat
 The Research agent

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

 The Analyst agent
 Chat
 The Researcher agent

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

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

 The Analyst agent
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 The Analyst agent
 Chat
 The Researcher agent

NEW QUESTION 2

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 3

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

- Microsoft 365 Copilot uses contextual information from your organization to suggest prompts.
- Microsoft 365 Copilot can use contextual information from your organization to train the large language model. (LLM).
- Microsoft 365 Copilot uses contextual information from your organization to augment a prompt, before sending the prompt to the large language model (LLM).

Yes

No

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Microsoft 365 Copilot is designed to be helpful by using work context—for example, the files you have access to, recent activity, meetings, emails, and SharePoint/OneDrive content—to suggest relevant prompts and help you start tasks faster. It also uses this context to augment your prompt before it is sent to the LLM. This is the grounding approach (often described as retrieval-augmented generation): Copilot retrieves relevant organizational content you're permitted to access and adds it as supporting context so responses are accurate and business-relevant. However, Microsoft 365 Copilot does not use your organization's contextual data to train the underlying foundation model. That separation is critical for enterprise privacy and compliance: your prompts, responses, and tenant data are used to generate the answer for your session and permissions, but are not used to improve or retrain the base LLM. This approach supports responsible AI, protects confidential business information, and ensures outputs respect access controls.

NEW QUESTION 4

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

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

Answer: B

Explanation:

This scenario is an example of fabrication, which is commonly referred to in generative AI contexts as a hallucination. Fabrication occurs when an AI system generates information that appears credible but is factually incorrect, invented, or unsupported by verifiable sources. According to Microsoft AI Business Professional guidance, large language models predict text based on patterns learned during training. They do not "know" facts in the human sense. As a result, when asked to generate reports using web-based information, the model may produce plausible-sounding but fictional details if sufficient grounding or reliable sources are not provided. Deepfake refers specifically to synthetic media such as manipulated images, audio, or video. Overreliance describes a human behavior risk where users trust AI outputs without verification. Prompt injection is a malicious technique designed to manipulate model behavior. Bias refers to systematic unfairness in outputs. In this case, the presence of fictional information in the generated report directly aligns with fabrication, making option B the correct answer.

NEW QUESTION 5

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

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

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

Answer: C

Explanation:

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

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

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

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

NEW QUESTION 6

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.

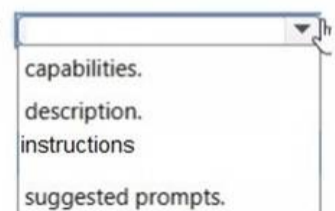
Statement 2 is false because, while Copilot can draft emails and help prepare messages, it does not independently schedule and send emails automatically based on conditions as a native Copilot function. Conditional sending is typically handled through workflow automation tools (for example, Power Automate) 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 7

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 8

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 9

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 10

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 10

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 14

You use Microsoft 365 Copilot.

You need to delete all your conversations by using the least amount of effort.

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

- A. the Microsoft 365 Copilot web app
- B. the My Account portal in Microsoft 365
- C. the Microsoft 365 Copilot desktop app
- D. the Settings app in Windows 11

A.

Answer: B

Explanation:

Microsoft provides centralized activity management controls through the My Account portal, which allows users to manage privacy settings, activity history, and data associated with Microsoft 365 services, including Copilot. When the requirement is to delete all conversations with minimal effort, the most efficient method is to use the account-level activity management tools rather than deleting conversations individually.

The My Account portal enables bulk management of Copilot activity data, allowing users to clear conversation history in a consolidated manner. This approach aligns with Microsoft's privacy-by-design framework, giving users control over their AI-generated interaction history without requiring administrative intervention. Using the Copilot web or desktop app would typically require manually deleting conversations one at a time, increasing effort. The Windows 11 Settings app is unrelated to Microsoft 365 Copilot data management.

Therefore, to delete all Copilot conversations efficiently and with the least amount of effort, the correct approach is to use the My Account portal in Microsoft 365.

NEW QUESTION 15

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 20

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 24

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 28

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 32

You are comparing the difference between Microsoft 365 Copilot and Microsoft 365 Copilot Chat.

What is available in both versions?

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

Answer: B

NEW QUESTION 33

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365 Copilot, you can use

to help users begin conversations with an agent and guide the users to use the agent more effectively.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

From Microsoft 365 Copilot, you can use

to help users begin conversations with an agent and guide the users to use the agent more effectively.

NEW QUESTION 35

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 39

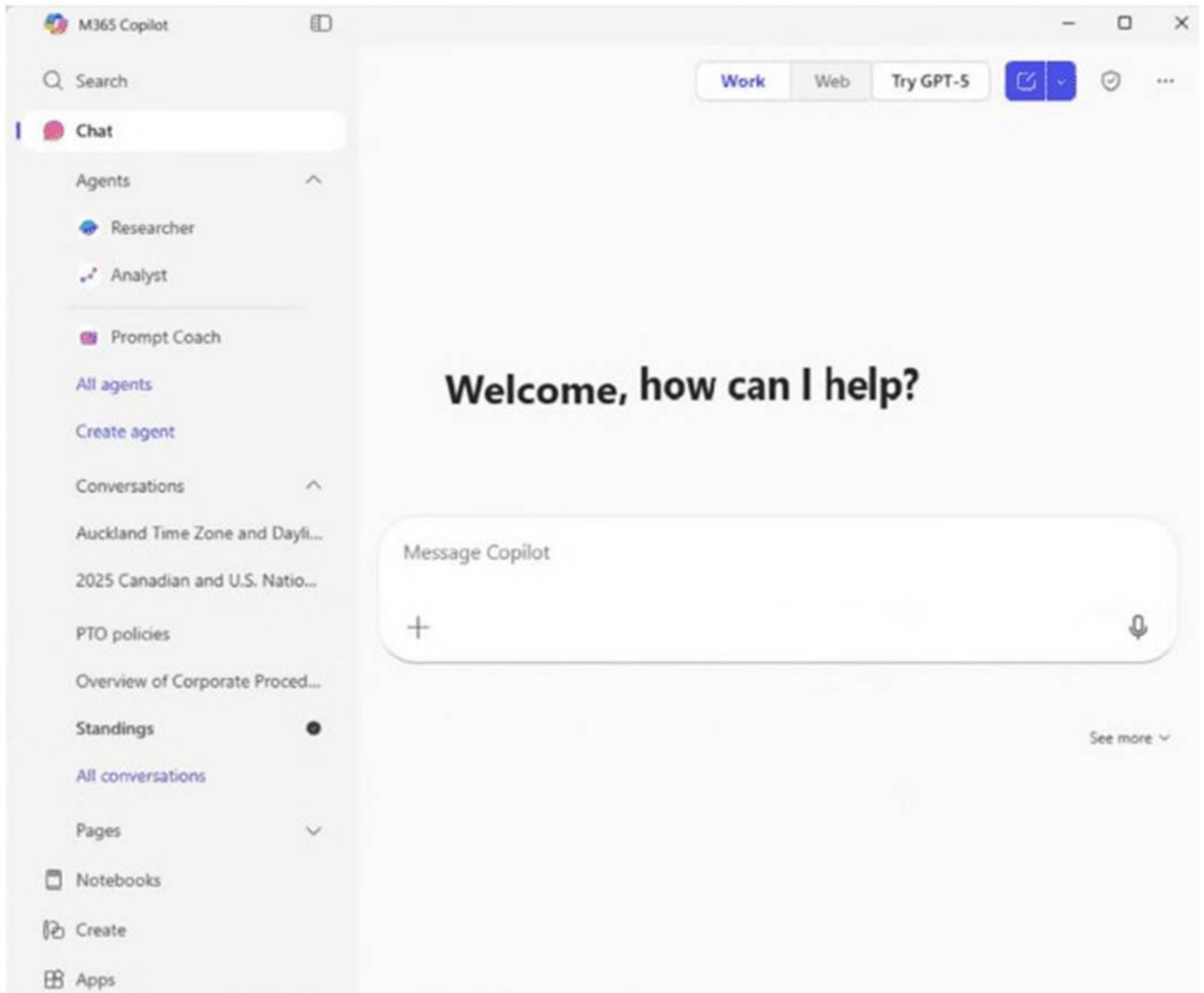
You are a marketing assistant preparing for a budget meeting with your manager. You need to evaluate key spending and performance trends from the last year to understand which marketing channels deliver the best return on investment (ROI). What should you use in Microsoft 365 Copilot to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. the Analyst agent
- B. Chat
- C. the Researcher agent
- D. a notebook

Answer: A

NEW QUESTION 42

You open Microsoft 365 Copilot as shown in the exhibit. What can you infer about the Standings conversation?



- A. The conversation contains only anonymous data.
- B. The conversation contains a verified response.
- C. The conversation was added to a notebook.
- D. The conversation contains a scheduled prompt.
- E. The conversation was shared.

Answer: B

NEW QUESTION 43

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 46

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 49

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