# Microsoft

## Exam Questions AB-730

AI Business Professional

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**NEW QUESTION 1**
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 2**
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 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 | Yes | No |
|---|---|---|
| You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent. | ○ | ○ |
| You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent. | ○ | ○ |
| You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent. | ○ | ○ |

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 chatscan 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 conversationitself 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 4**
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 5**
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 6**
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 7**
You have a Microsoft Excel workbook open that contains a table. The table contains sales data and the following columns:
- OrderDate
- OrderNumber
- Amount
You plan to use Microsoft Copilot in Excel to generate a monthly summary of the sales data in the table.
What should you include in the prompt to generate an effective summary? More than one answer choice may achieve the goal. Select the BEST answer.

A. the desired format of the response

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

**Answer:** AD

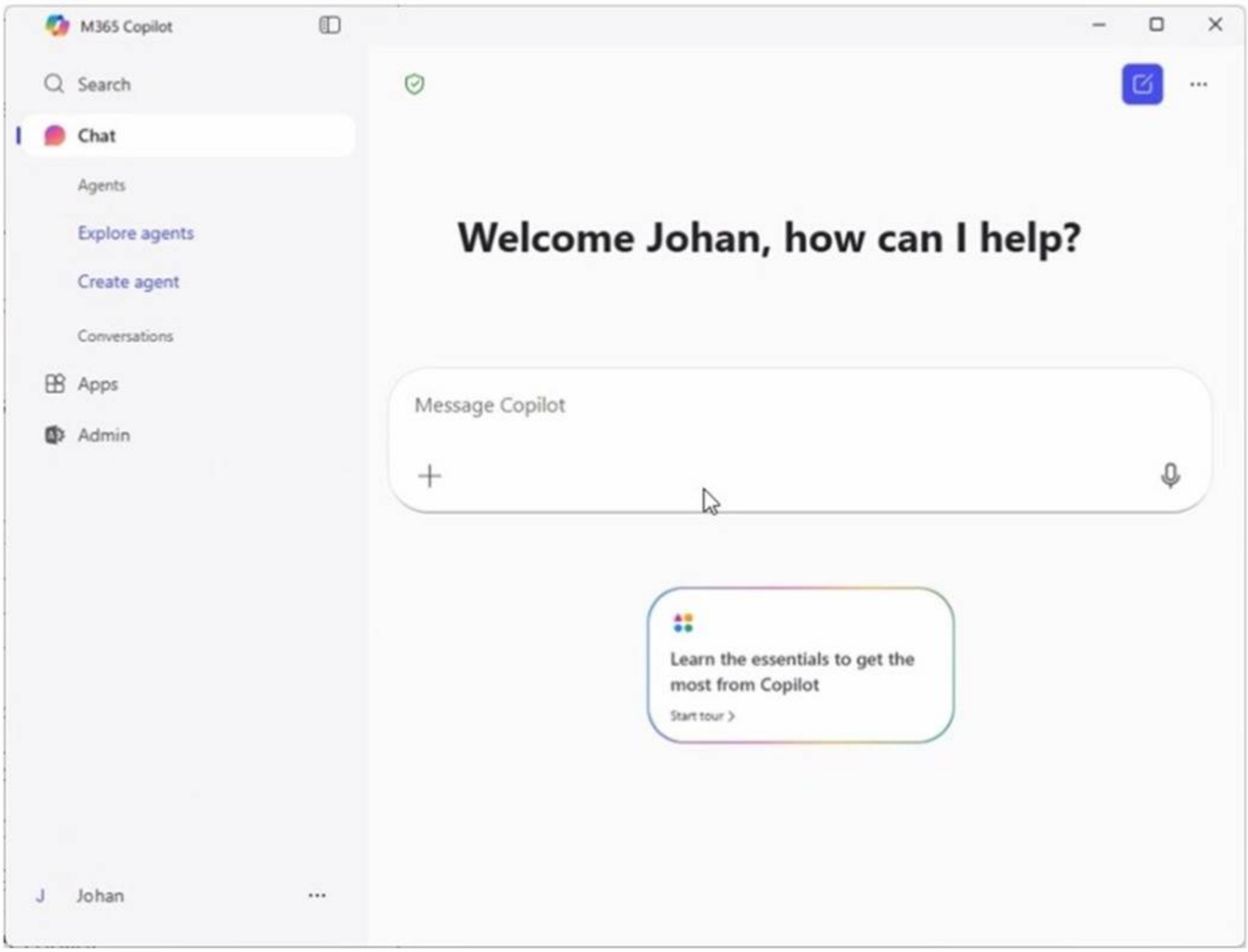
**Explanation:**
To generate an effective monthly sales summary using Microsoft Copilot in Excel, your prompt must include a clear goal that specifies exactly what you want to achieve.
Why the Goal Matters
A clear goal is the most critical part of a prompt. Without it, Copilot may provide generic insights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

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

A.

**Answer:** D

**NEW QUESTION 9**
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 10**
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 10**

HOTSPOT
For each of the following statements, select Yes if the statement is true. Otherwise, select No. NOTE: Each correct selection is worth one point.

Answer Area

| Statements | Yes | No |
|---|---|---|
| Prompt injection can cause data exposure and unintended system behavior. | ○ | ○ |
| Prompt injection can be used to embed malicious or harmful instructions. | ○ | ○ |
| Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs. | ○ | ○ |

A. Mastered
B. Not Mastered

**Answer:** A

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

**NEW QUESTION 13**
You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Word.
Which two tasks can you achieve by using Copilot in Word?

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

**Answer:** AC

**Explanation:**
Copilot in Word assists with content generation, summarization, rewriting, and structural organization. It can analyze document headings and insert a table of contents based on structured heading styles, supporting document navigation. It can also generate summaries of key points, which aligns directly with generative AI text analysis capabilities.
Custom watermark formatting and precise page margin configuration are traditional Word formatting functions and are not core generative AI capabilities of Copilot.
Therefore, the correct answers are A and C.
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**NEW QUESTION 18**
You are creating a custom analytics agent in the Microsoft 365 Copilot app. The agent will use Microsoft Excel files that contain sales data as knowledge.
You need to ensure that the agent can create visualizations, perform mathematical operations, create aggregations, and analyze the data in the files.
What should you add to the agent?
A. code interpreter
B. image generator
C. a suggested prompt
D. a template

A.

**Answer:** A

**Explanation:**
When building a custom analytics agent in Microsoft 365 Copilot that must process structured data from Excel files, advanced analytical capabilities are required. According to Microsoft AI Business Professional guidance, tasks such as performing mathematical calculations, generating aggregations, creating charts, and conducting structured data analysis require programmatic execution capabilities rather than simple text generation.
A code interpreter enables the agent to run Python-based analytical operations in a secure execution environment. This allows the agent to manipulate datasets, compute totals and averages, perform grouping and filtering, and generate visualizations such as bar charts or line graphs based on the Excel data. The interpreter bridges the gap between natural language instructions and executable analytical logic.
An image generator is designed for creative visual content and is unrelated to structured data analytics. Suggested prompts and templates improve usability and consistency but do not provide computational or visualization capabilities.
Therefore, to enable mathematical operations, aggregation, data analysis, and visualization of Excel sales data, the correct component to add to the agent is a

code interpreter.

**NEW QUESTION 21**
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 25**
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 29**
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**
You use Microsoft 365 Copilot to create a proposal in Microsoft Word based on a document in a Microsoft SharePoint library.
You need to ensure that the information cited in the proposal is accurate.
What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

A. Manually verify the citations in the generated content.
B. Use Copilot in Word to verify the citations.
C. Create an agent that contains your organization's editorial standards and use the agent to verify the citations.
D. Create a notebook that contains all the reference material and use the notebook to verify the citations.

**Answer:** A

**NEW QUESTION 37**
You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Outlook. Which two tasks can you achieve by using Copilot in Outlook? Each correct answer presents a complete the solution. NOTE: Each correct selection is worth one point.

A. Insert a custom HTML signature that has specific formatting.
B. Generate a draft response to an email based on the context of the conversation.

C. Create a summary of unread emails in your inbox.
D. Customize the folder structure to organize your emails.

**Answer:** BC

**NEW QUESTION 41**
You have an open Microsoft 365 Copilot conversation.
You need to chat with an agent named Agent1 during the conversation. What should you enter to call Agent1?

A. [Agent1]
B. #Agent1
C. /Agent1
D. @Agent1

**Answer:** D

**NEW QUESTION 42**
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 45**
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 48**
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 51**
HOTSPOT
You have a Microsoft 365 subscription.
You do NOT have a Microsoft 365 Copilot license.
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 Chat lets you upload documents from your local computer. | ○ | ○ |
| Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard. | ○ | ○ |
| Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders. | ○ | ○ |

A. Mastered
B. Not Mastered

**Answer:** A

**Explanation:**

Answer Area

| Statements | Yes | No |
|---|---|---|
| Microsoft 365 Copilot Chat lets you upload documents from your local computer. | ○ | ○ |
| Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard. | ○ | ○ |
| Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders. | ○ | ○ |

**NEW QUESTION 53**
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