

Microsoft

Exam Questions AB-730

AI Business Professional



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 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.

NEW QUESTION 3

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:

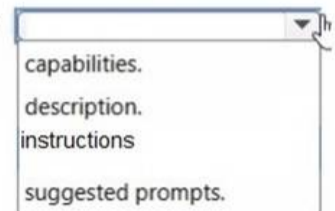
The Researcher agent in Microsoft 365 Copilot is designed to gather and synthesize information from web and organizational sources. To support transparency and trust, Copilot provides citations alongside generated content when external or referenced material is used. Citations allow users to review the 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 4

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 5

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

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

Yes

No

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 chats can be used as a knowledge source: Microsoft Learn confirms you can ground an agent in Teams data, including chat messages (and optionally scope to specific chats), enabling the agent to reference collaboration context when answering questions.

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

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

NEW QUESTION 6

Select the answer that correctly completes the sentence.

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

▼

- the Configure tab
- a Copilot notebook
- a Copilot page
- the Describe tab

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

▼

- the Configure tab
- a Copilot notebook
- a Copilot page
- the Describe tab

NEW QUESTION 7

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 8

HOTSPOT

Select the answer that correctly completes the sentence.
 a specific date range of activity

From the Microsoft 365 My Account portal , if you select Delete history for the Copilot activity history, you can delete

▼

- a specific conversation.
- a specific date range of activity
- all the Microsoft 365 Copilot activity.
- all conversations with a specific agent.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

The Microsoft 365 My Account portal provides users with control over their Copilot activity history in alignment with enterprise privacy and compliance standards. When selecting Delete history, users can remove Copilot activity based on a defined time range rather than deleting only a single conversation or all activity

universally.

This functionality reflects Microsoft's commitment to transparency, user control, and responsible AI governance. Allowing deletion by date range enables organizations and individuals to manage data retention policies efficiently while maintaining compliance with regulatory frameworks such as GDPR and internal data governance policies.

The other options are incorrect because deleting a specific conversation or all conversations with a specific agent is not the primary method offered in the My Account activity deletion setting. Instead, deletion is structured around activity time periods.

This capability reinforces generative AI best practices: secure data management, lifecycle control of AI interactions, and user-directed privacy management within enterprise environments.

NEW QUESTION 9

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 notebook
- B. Add an agent
- C. Create a page
- 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 10

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 format
- 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 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 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 16

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.

Yes

No

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

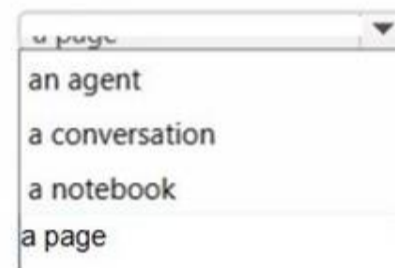
Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.

NEW QUESTION 17

HOTSPOT - Select the answer that correctly completes the sentence.

Answer Area

You generate a report by using the Researcher agent in Microsoft 365 Copilot. You can use



to save and edit the response.

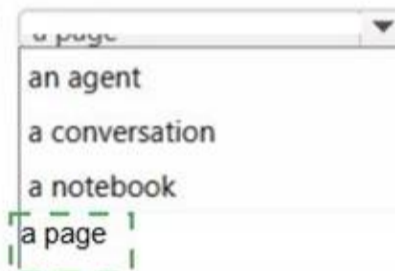
- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

You generate a report by using the Researcher agent in Microsoft 365 Copilot. You can use



to save and edit the response.

NEW QUESTION 21

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 23

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 26

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 30

HOTSPOT

What are two limitations of prompt scheduling in Microsoft 365 Copilot? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

You can schedule the prompt to run as often as:

- Once per hour
- Once per day**
- Once per week

The maximum number of times that a scheduled prompt can run is:

- 15 times**
- 365 times
- Unlimited

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

You can schedule the prompt to run as often as:

- Once per hour
- Once per day**
- Once per week

The maximum number of times that a scheduled prompt can run is:

- 15 times**
- 365 times
- Unlimited

NEW QUESTION 34

HOTSPOT

You are a business user who uses Microsoft 365 apps and services, including Microsoft Teams. You have a work account. You want to use Microsoft 365 Copilot to help with meetings.

For each of the following statements, select Yes if the statement is true. Otherwise, select No.

NOTE: Each correct selection is worth one point.

Answer Area

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	<input type="radio"/>	<input type="radio"/>
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	<input type="radio"/>	<input type="radio"/>
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	<input type="radio"/>	<input checked="" type="radio"/>
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	<input checked="" type="radio"/>	<input type="radio"/>
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	<input checked="" type="radio"/>	<input type="radio"/>

NEW QUESTION 37

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).

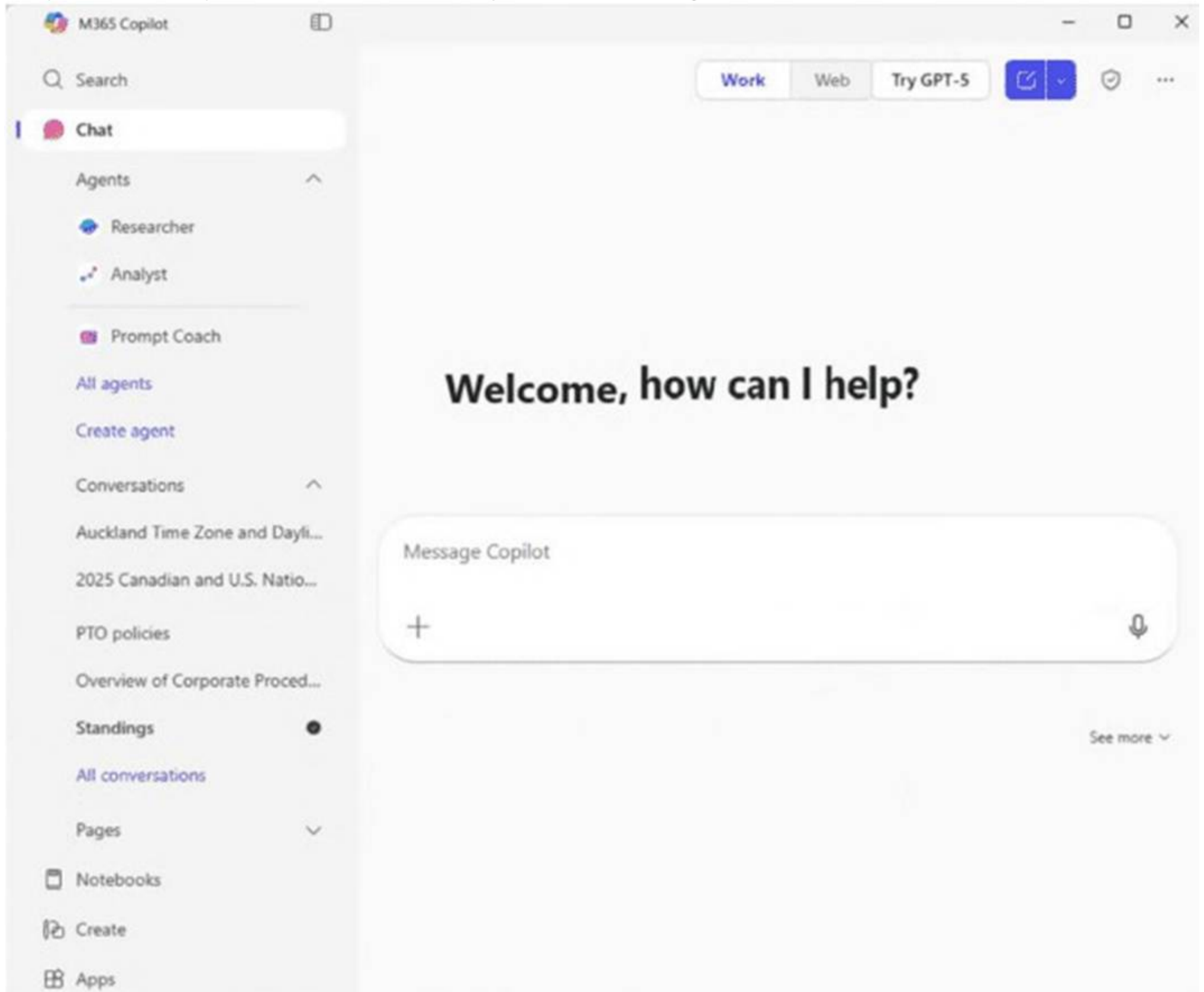
What should you use in Microsoft 365 Copilot to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

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

Answer: A

NEW QUESTION 38

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 40

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

- Microsoft Defender for Cloud
- Microsoft Entra ID
- Microsoft Intune
- Microsoft Purview

_____ enables organizations to apply governance policies to conversations generated by using Microsoft 365 Copilot.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area



enables organizations to apply governance policies to conversations generated by using Microsoft 365 Copilot.

NEW QUESTION 42

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

- A. Mute and unmute participants in a meeting based on their location.
- B. Create a custom background and add the background to your video calls.
- C. Create a meeting summary, including key decisions and action items.
- D. Draft a response to a channel message based on the context of the conversation.

Answer: CD

NEW QUESTION 45

HOTSPOT

You create an agent in the Microsoft 365 Copilot app by using a template. 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 share the agent with external users.	<input type="radio"/>	<input type="radio"/>
You can choose which knowledge sources the agent can use.	<input type="radio"/>	<input type="radio"/>
You can share the agent with users in your organization.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements	Yes	No
You can share the agent with external users.	<input type="radio"/>	<input checked="" type="radio"/>
You can choose which knowledge sources the agent can use.	<input checked="" type="radio"/>	<input type="radio"/>
You can share the agent with users in your organization.	<input checked="" type="radio"/>	<input type="radio"/>

NEW QUESTION 48

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

Microsoft 365 Copilot Chat lets you upload documents from your local computer.

Yes

No

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

Microsoft 365 Copilot Chat lets you upload documents from your local computer.

Yes

No

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 49

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