

# Microsoft

## Exam Questions AB-730

AI Business Professional



**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 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 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.	<input type="radio"/>	<input type="radio"/>
You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent.	<input type="radio"/>	<input type="radio"/>
You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

**Answer:** A

**Explanation:**

Statements:  
 You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent. Answer: Yes  
 You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent. Answer: No  
 You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent. Answer: NO  
 Microsoft 365 Copilot Agent Builder supports grounding agents in approved knowledge sources so responses are accurate and permission-trimmed. Teams chats can be used as a knowledge source: Microsoft Learn confirms you can ground an agent in Teams data, including chat messages (and optionally scope to specific chats), enabling the agent to reference collaboration context when answering questions. 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 4**

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

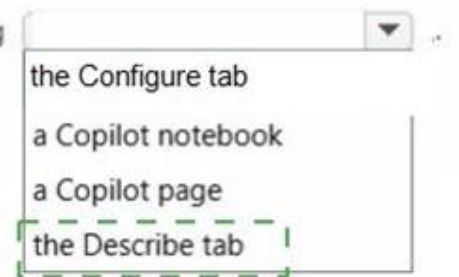
- A. Mastered
- B. Not Mastered

**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



### NEW QUESTION 5

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 6

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 7

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 8**

**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.	<input type="radio"/>	<input type="radio"/>
Prompt injection can be used to embed malicious or harmful instructions.	<input type="radio"/>	<input type="radio"/>
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	<input type="radio"/>	<input type="radio"/>

- 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 9**

**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 10

You receive several images from a colleague. You suspect that the images were generated by using Microsoft 365 Copilot. What can you use to verify whether the images were AI-generated?

- A. file names
- B. watermarks
- C. content credentials
- D. file descriptions

Answer: C

NEW QUESTION 10

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

an agent  
a conversation  
a notebook  
a page

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

an agent  
a conversation  
a notebook  
a page

to save and edit the response.

NEW QUESTION 12

HOTSPOT - Select the answer that correctly completes the sentence.



- A. Mastered
- B. Not Mastered

**Answer:** A

**Explanation:**



**NEW QUESTION 14**

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 15**

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 17**

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 22**

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 23**

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 25**

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 30**

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 31**

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 33**

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

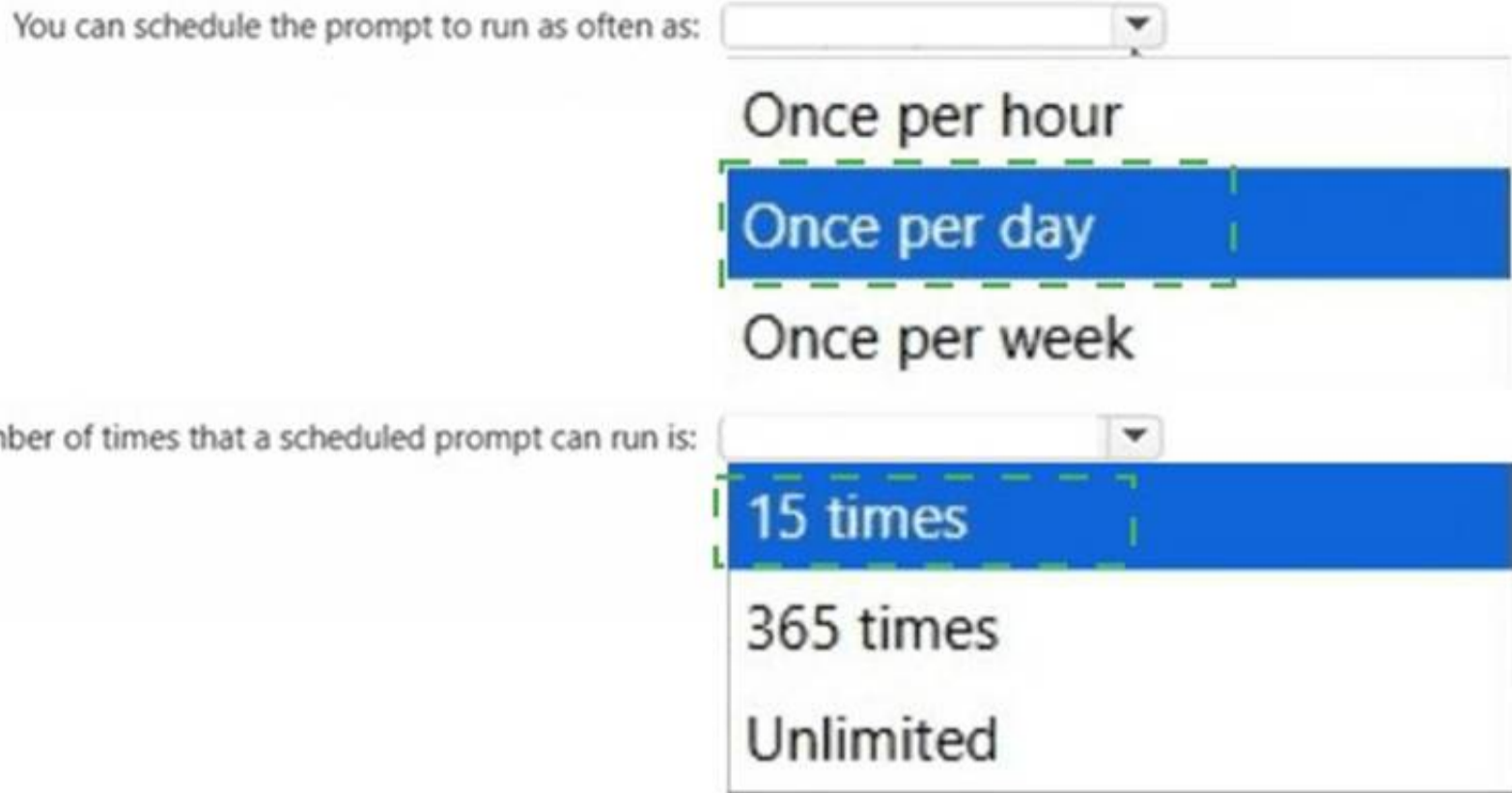
365 times

Unlimited

- A. Mastered
- B. Not Mastered

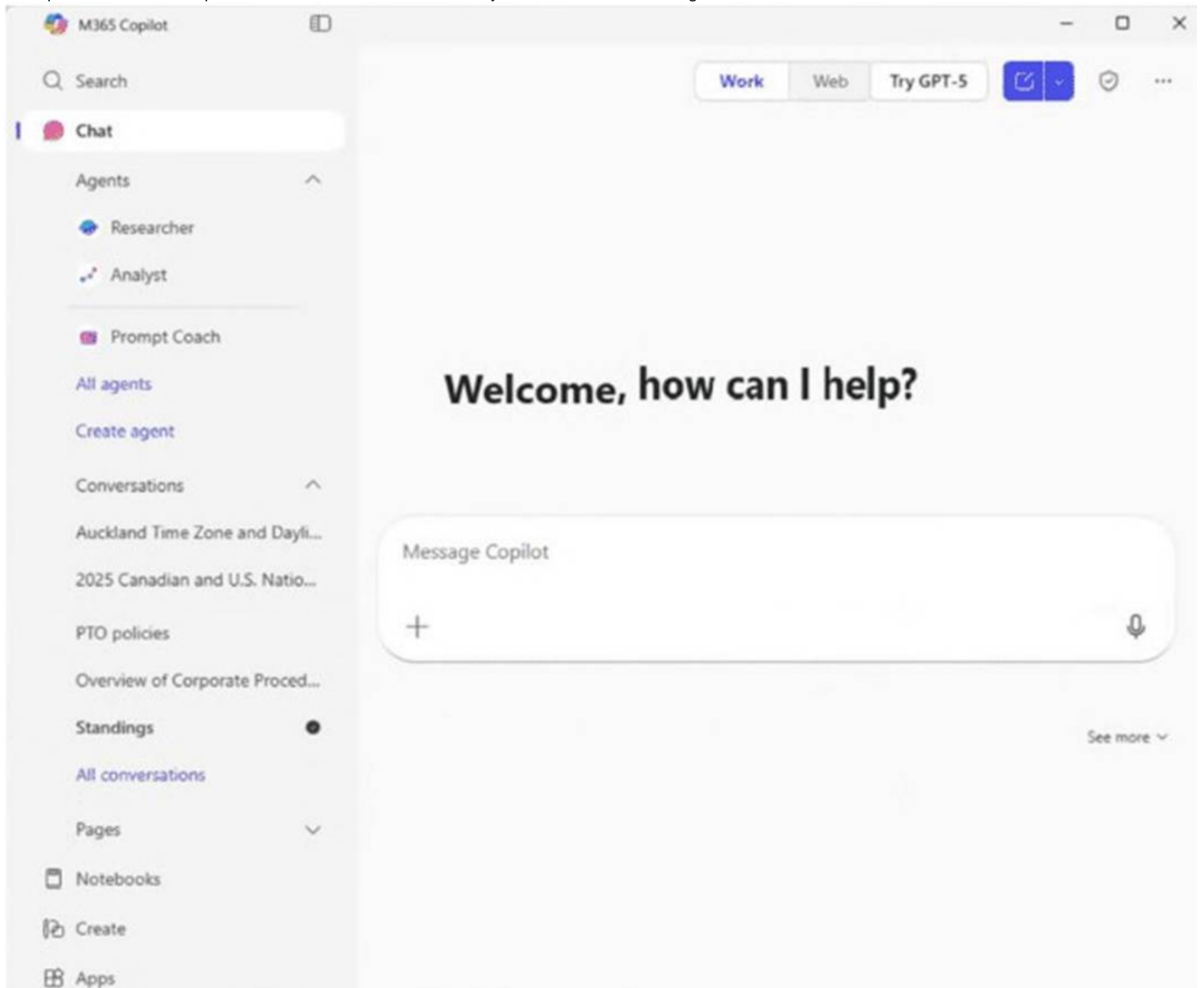
**Answer:** A

**Explanation:**



**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 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 44**

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 45**

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