

# 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 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 3**

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 4**

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 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	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 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 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 7

You have several separate Microsoft 365 Copilot conversations. You need to gather the conversations so that you can find them more easily, and the conversations can share the same reference material. What is the best solution to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. a notebook
- B. an agent
- C. an app
- D. a page

**Answer:** A

#### Explanation:

A Copilot Notebook should be used.

While Copilot Pages are excellent for capturing, refining, and sharing specific pieces of content or a single, finalized document, Copilot Notebooks are specifically designed to be an AI-powered project workspace, allowing you to gather, anchor, and iterate on multiple, complex, long-term tasks.

Why Choose a Copilot Notebook

Gather Multiple Conversations: You can add multiple Copilot chat sessions, along with supporting documentation, into one notebook to keep related work organized.

Shared Reference Material: Notebooks allow you to add up to 100 references (Word documents, PDFs, Excel sheets, etc.) and ground your AI conversations in that specific data.

Contextual Continuity: Unlike standalone chat, a notebook retains the context of all the files and chat history you have added, allowing you to ask questions across your gathered materials.

Iterative Work: You can work on a project, leave, and come back to the same notebook to continue building, rather than creating new chats.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

#### NEW QUESTION 8

You plan to use a notebook in Microsoft 365 Copilot. What is the purpose of a notebook?

- A. to create a transcript of a conversation that you can easily email to other users
- B. to provide a private location that can be used to organize reference materials across related conversations
- C. to generate a summary of all the interactions you had with Copilot during a specific conversation

**Answer:** B

#### Explanation:

In Microsoft 365 Copilot, a Notebook is a focused, AI-powered workspace designed to organize reference materials for specific projects or topics. It acts as a curated container where you can bring together various resources--such as Word documents, PDFs, PowerPoint decks, meeting notes, and even previous Copilot chats--into one location.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

#### NEW QUESTION 9

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 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.	<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 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?

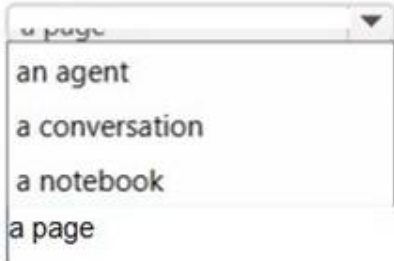
- A. file names
- B. watermarks
- C. content credentials
- D. file descriptions


**Answer:** C

**NEW QUESTION 12**

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.

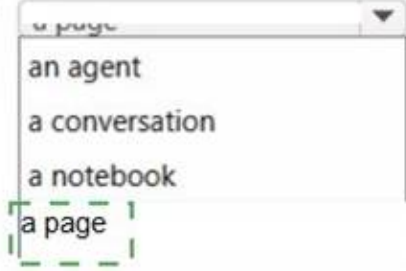


- A. Mastered
- B. Not Mastered

**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 17

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 21

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 receive the following response to a prompt: "Sorry, it looks like I can't respond to this. Let's try a different topic."

What is a possible cause of the response?

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

**Answer: B**

#### Explanation:

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

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

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

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

**NEW QUESTION 30**

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 35**

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 40**

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 44**

You run a saved prompt and receive the following response: "You asked for a summary of File.docx. However, the file appears to be either empty, corrupted, or in a format that I cannot process." What is a possible cause of the response?

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

**Answer: D**

**NEW QUESTION 45**

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 48**

**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 51**

**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 <b>NOT</b> 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 <b>NOT</b> 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 52**

**HOTSPOT**

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

**Answer Area**

Statements	Yes	No
Microsoft 365 Copilot is trained on your organization's business data.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

**Answer:** A

**Explanation:**

**Answer Area**

Statements	Yes	No
Microsoft 365 Copilot is trained on your organization's business data.	<input type="radio"/>	<input checked="" type="radio"/>
Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.	<input checked="" type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.	<input checked="" type="radio"/>	<input type="radio"/>

**NEW QUESTION 53**

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 58**

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 61**

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