



Microsoft

Exam Questions AB-730

AI Business Professional

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NEW QUESTION 1

A colleague from another company shares a link to a prompt.

When you select the link, you receive the following response: "Prompt not found. Sorry, it looks like the prompt is no longer available."

What is a possible cause of the response?

- A. The prompt is a scheduled prompt.
- B. The prompt contains a reference to a file that you do NOT have access to.
- C. The prompt is outdated.
- D. The prompt contains a file that has a sensitivity label applied.
- E. The prompt is outside of your organization.

Answer: E

Explanation:

Microsoft 365 Copilot operates within the security, compliance, and identity boundaries of a Microsoft 365 tenant. Shared prompts, prompt links, and Copilot artifacts are governed by organizational access controls and tenant isolation. If a prompt is created and shared from outside your organization, cross-tenant access may not be supported depending on the sharing configuration and administrative policies.

When a user attempts to open a prompt that resides in another organization's tenant without proper cross-tenant sharing permissions, Copilot cannot locate or validate the resource within the user's own environment. As a result, the system displays a "Prompt not found" message.

Option B would typically result in an access or permissions error rather than the prompt being unavailable entirely. Sensitivity labels and scheduled prompts do not inherently cause a "not found" error. Therefore, the most likely cause is that the prompt exists outside your organization's tenant boundary and is not accessible to you.

NEW QUESTION 2

Select the answer that correctly completes the sentence.

Answer Area

Overreliance is a common risk associated with generative AI, where

- users exploit vulnerabilities to elicit unauthorized behavior.
- the model is tricked into exposing confidential information.
- the model generates misleading, inaccurate, or irrelevant content.
- users accept the AI-generated output without verifying its accuracy

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Overreliance is a common risk associated with generative AI, where

- users exploit vulnerabilities to elicit unauthorized behavior.
- the model is tricked into exposing confidential information.
- the model generates misleading, inaccurate, or irrelevant content.
- users accept the AI-generated output without verifying its accuracy

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

You run a prompt by using the Researcher agent in Microsoft 365 Copilot.

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 continue the conversation in Copilot in Word.	<input type="radio"/>	<input type="radio"/>
You can continue the conversation in Copilot for Teams.	<input type="radio"/>	<input type="radio"/>
You can continue the conversation in Copilot in Outlook.	<input type="radio"/>	<input type="radio"/>

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

You can continue the conversation in Copilot in Word. Answer Yes

You can continue the conversation in Copilot for Teams. Answer Yes

You can continue the conversation in Copilot in Outlook. Answer Yes

Microsoft 365 Copilot provides cross-application continuity across supported Microsoft 365 apps. When using the Researcher agent, users can continue or extend their work within applications such as Word, Teams, and Outlook.

In Word, users can incorporate research results directly into drafted documents, enabling seamless transition from research to content creation. In Teams, Copilot supports contextual collaboration by allowing insights from research to inform meetings or chats. In Outlook, findings can be referenced to compose informed and data-driven communications.

This interoperability is enabled by Microsoft Graph integration, which allows Copilot to securely access and contextualize enterprise data across applications while respecting organizational permissions.

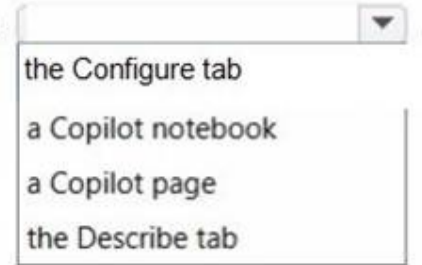
These capabilities demonstrate effective management of prompts and conversations by maintaining workflow continuity, enhancing productivity, and supporting enterprise-grade collaboration powered by generative AI.

NEW QUESTION 5

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



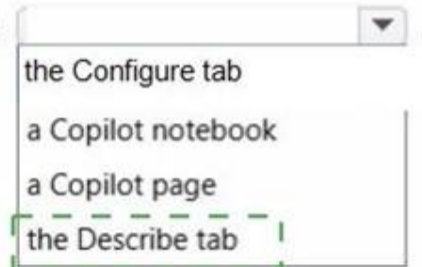
- A. Mastered
- B. Not Mastered

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 6

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 7

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 8

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

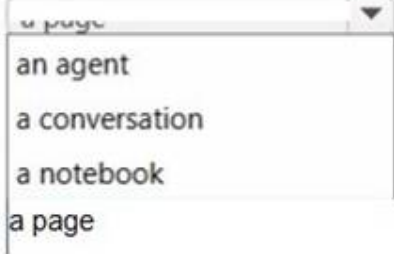
- B. watermarks
- C. content credentials
- D. file descriptions

Answer: C

NEW QUESTION 9

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 10

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 10

In a Microsoft 365 Copilot conversation, you generate a report, and then edit the report in a page. You need to collaborate with a colleague on the report. What are two ways to achieve the goal?

- A. @mention the colleague in the page.
- B. Add the page to a notebook.
- C. Open the page in Microsoft Word.
- D. Share the page link.

Answer: AD

Explanation:

Microsoft 365 Copilot Pages supports collaboration similarly to other Microsoft 365 documents. Collaboration requires notifying or granting access to colleagues. Using @mentions within the page (Option A) directly notifies the colleague and facilitates collaborative engagement. Sharing the page link (Option D) allows others

to access and edit the content according to permissions. These two methods provide complete collaboration workflows. Adding the page to a notebook does not grant collaborative access. Opening the page in Word changes the editing surface but does not inherently enable collaboration unless shared.

Therefore, the correct answers are A and D.

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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.

=====

NEW QUESTION 14

You create a Microsoft 365 Copilot notebook and add a file named Process.docx from a local folder. Yesterday, you updated Process.docx in the local folder. What will occur when you chat in the notebook?

- A. The chat will reference both versions of Process.docx.
- B. The chat will reference the most recent version of Process.docx.
- C. The chat will reference only the original version of Process.docx.

A.

Answer: C

Explanation:

Microsoft 365 Copilot notebooks use the version of a file that was uploaded or attached at the time it was added to the notebook. When a document such as Process.docx is added from a local folder, Copilot references that uploaded snapshot of the file. If the file is later modified locally, the notebook does not automatically sync or refresh with the updated local version unless the updated file is re-uploaded.

Microsoft guidance on grounding and file references explains that Copilot works with the specific content stored in Microsoft 365 or the attached artifact within the notebook session. Since the updated version remains in the local folder and was not reattached, Copilot continues to use the originally added version.

Therefore, during subsequent chats in the notebook, Copilot references only the original uploaded version of Process.docx.

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NEW QUESTION 18

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 23

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.

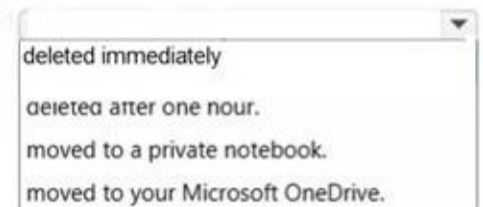
NEW QUESTION 28

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

If you start a temporary chat in Microsoft 365 Copilot, and then start a new chat, all the prompts and responses from the temporary chat will be



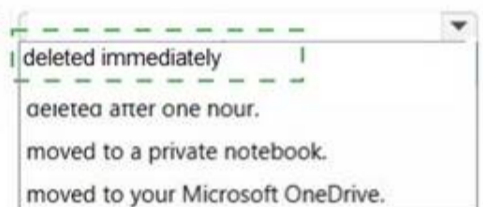
- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

If you start a temporary chat in Microsoft 365 Copilot, and then start a new chat, all the prompts and responses from the temporary chat will be



NEW QUESTION 29

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 create a Microsoft 365 Copilot notebook and add a file named Process.docx from a Microsoft SharePoint site as a reference.

Yesterday, a user updated Process.docx in the SharePoint site. What will occur when you chat in the notebook?

- A. The chat will reference only the original version of Process.docx.
- B. The chat will reference the most recent version of Process.docx.
- C. The chat will reference both versions of Process.docx.

Answer: B

NEW QUESTION 35

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 37

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 39

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 41

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 46

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

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