



## **Microsoft**

### **Exam Questions AB-730**

AI Business Professional

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**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  
 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

**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.

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**NEW QUESTION 3**

You ask Microsoft 365 Copilot to create a report based on information from the web. You verify the response and discover that some information is fictional. What is this an example of?

- A. deepfake
- B. fabrication
- C. overreliance
- D. prompt injection
- E. bias

**Answer:** B

**Explanation:**

This scenario is an example of fabrication, which is commonly referred to in generative AI contexts as a hallucination. Fabrication occurs when an AI system generates information that appears credible but is factually incorrect, invented, or unsupported by verifiable sources.

According to Microsoft AI Business Professional guidance, large language models predict text based on patterns learned during training. They do not "know" facts in the human sense. As a result, when asked to generate reports using web-based information, the model may produce plausible-sounding but fictional details if sufficient grounding or reliable sources are not provided.

Deepfake refers specifically to synthetic media such as manipulated images, audio, or video. Overreliance describes a human behavior risk where users trust AI outputs without verification. Prompt injection is a malicious technique designed to manipulate model behavior. Bias refers to systematic unfairness in outputs. In this case, the presence of fictional information in the generated report directly aligns with fabrication, making option B the correct answer.

**NEW QUESTION 4**

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.

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**NEW QUESTION 5**

You are creating a prompt in Microsoft 365 Copilot to get information about a proposal. You need to ensure that the response is grounded in the proposal's information.

What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. Instruct Copilot to rely on its training data to infer proposal details.
- B. Add a specific goal that you want Copilot to accomplish.
- C. Reference the proposal content in the prompt.
- D. Add context about the intended audience.

**Answer:** C

**Explanation:**

According to Microsoft AI Business Professional guidance for Microsoft 365 Copilot, grounding a response means ensuring the AI generates output based on

specific, authoritative content rather than relying on generalized training data. When working with enterprise documents such as proposals, grounding is achieved by explicitly referencing the source material within the prompt.

Option C is correct because referencing the proposal content directs Copilot to use that specific document as the primary context for generating the response. Microsoft documentation emphasizes that effective prompts should include clear context and explicit references to relevant files, meetings, emails, or documents stored in Microsoft 365. This reduces hallucinations and ensures factual alignment with organizational data.

Option A is incorrect because relying on training data increases the risk of inaccurate or fabricated information. Options B and D improve prompt clarity but do not guarantee grounding in the proposal itself.

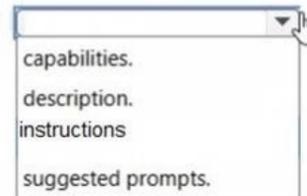
Therefore, explicitly referencing the proposal content is the most reliable and best practice method for ensuring grounded, accurate responses in Microsoft 365 Copilot.

**NEW QUESTION 6**

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 7**

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.

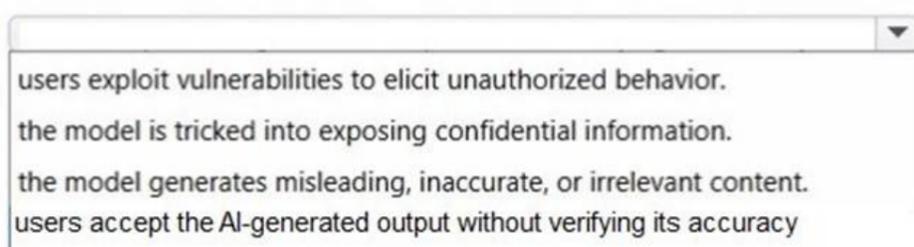
Therefore, to fulfill the requirement of producing both textual and visual marketing collateral, the most essential addition to the custom agent is an image generator.

**NEW QUESTION 8**

Select the answer that correctly completes the sentence.

Answer Area

Overreliance is a common risk associated with generative AI, where



- 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 9**

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.

ACopilot 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 10**

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 10**

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 14**

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 18**

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 23**

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 28**

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 32**

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 37**

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	Yes	No
You can review the Microsoft 365 Copilot activity history from the My Account portal.	<input checked="" 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 checked="" type="radio"/>
Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.	<input checked="" type="radio"/>	<input type="radio"/>

**NEW QUESTION 41**

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?

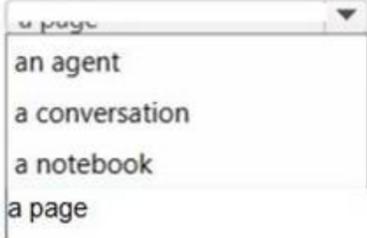
- A. file names
- B. watermarks
- C. content credentials
- D. file descriptions

**Answer:** C

**NEW QUESTION 46**

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.

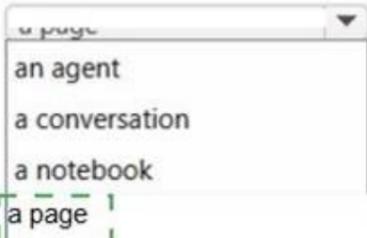


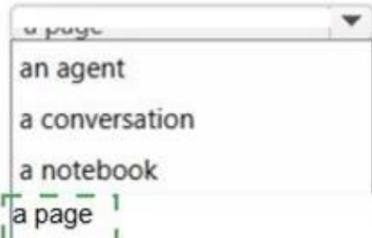
- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

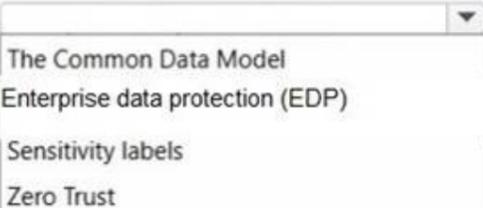
You generate a report by using the Researcher agent in Microsoft 365 Copilot. You can use  to save and edit the response.



**NEW QUESTION 47**

HOTSPOT - Select the answer that correctly completes the sentence.

Answer Area

 in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is **NOT** used to train AI models.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

 in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is **NOT** used to train AI models.

**NEW QUESTION 52**

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 55**

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.

=====

**NEW QUESTION 60**

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.

=====

**NEW QUESTION 65**

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 67**

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 71**

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 75**

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

- deleted immediately
- deleted after one hour.
- moved to a private notebook.
- moved to your Microsoft OneDrive.

- 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

- deleted immediately
- deleted after one hour.
- moved to a private notebook.
- moved to your Microsoft OneDrive.

**NEW QUESTION 76**

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 78**

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365 Copilot, you can use

- agent settings
- capabilities
- instructions
- suggested prompts

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 81**

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.

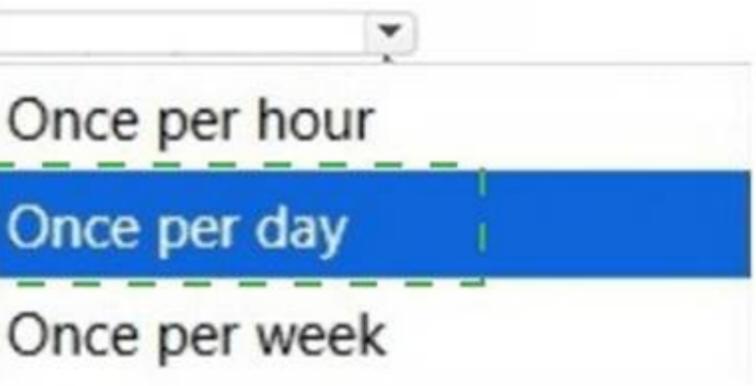
You can schedule the prompt to run as often as: 

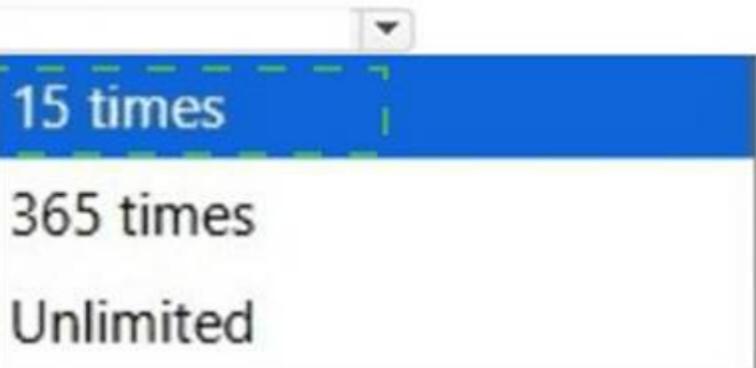
The maximum number of times that a scheduled prompt can run is: 

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

You can schedule the prompt to run as often as: 

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

**NEW QUESTION 83**

You attend many Microsoft Teams meetings.

You want to ensure that you can catch up on key points and next steps after each meeting. Which Microsoft 365 Copilot feature should you use after the meetings?

- A. Recap
- B. Meeting Whiteboard
- C. Meeting info
- D. Thread summaries

**Answer:** A

**NEW QUESTION 84**

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 88**

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 90**

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 94**

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