



Microsoft

Exam Questions AB-730

AI Business Professional

NEW QUESTION 1

You plan to summarize a proposal for a partnership between your company and another company. You need to use Microsoft 365 Copilot to summarize the information in the proposal as a bulleted list of three to five key points for a project kickoff meeting. Each bullet point must be concise and simply worded. Which two details should you include in the prompt?

- A. profiles of both companies generated by using the Researcher agent
- B. concise instructions for what to do with the proposal
- C. a list of contact details for key stakeholders of the partnership
- D. a specific knowledge source to ground the response

Answer: BD

Explanation:

Effective prompting in Microsoft 365 Copilot requires two critical components: clear instructions and grounding in authoritative content. Microsoft guidance emphasizes that prompts should explicitly state the desired output format, tone, length, and purpose. In this case, specifying ??a bulleted list of three to five concise, simply worded key points?? represents concise instructions, making option B essential. Additionally, grounding the response in a specific knowledge source—such as attaching or referencing the proposal document—ensures factual accuracy and reduces hallucination. Option D ensures Copilot uses the actual proposal content rather than relying on generalized model knowledge. Profiles and stakeholder contact details are unrelated to summarization requirements. Therefore, the correct selections are B and D.

=====

NEW QUESTION 2

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 3

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 4

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 5

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 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 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 8

HOTSPOT

While using Microsoft 365 Copilot, content is returned from a website. You need to verify the exact search query used to find the website. What should you use? To answer, select the appropriate options in the answer area.

Answer Area

The screenshot shows the Microsoft Copilot interface. At the top, it says "Today". Below that is a search bar containing the text: "Give me the current temperature in Ghana. Don't be verbose. Just the temp." Below the search bar, the Copilot icon is visible, followed by the text "83°F in Accra, Ghana" with a small box containing the number "1". Below this is a "Sources" panel with a green checkmark icon. The panel is titled "Sources" and "Citations". The first citation is "Weather Information" from "a.msn.com", which is highlighted with a box containing the number "1". Below this are four other sources: "Ghana Current Weather | AccuWeather" from "accuweather.com", "Accra, Greater Accra, Ghana - The Weather Channel" from "weather.com", "Weather for Accra, Ghana - timeanddate.com" from "timeanddate.com", and "Ghana local weather (live): today, hourly weather" from "weather25.com". At the bottom of the interface are several icons for actions like copy, share, and feedback.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Today

Give me the current temperature in Ghana. Don't be verbose. Just the temp.

Copilot ⓘ

83°F in Accra, Ghana 1.

Sources

Citations

1 Weather Information
a.msn.com

More

- Ghana Current Weather | AccuWeather
accuweather.com
- Accra, Greater Accra, Ghana - The Weather Channel
weather.com
- Weather for Accra, Ghana - timeanddate.com
timeanddate.com
- Ghana local weather (live): today, hourly weather
weather25.com



NEW QUESTION 9

You are a merchandiser who is planning for the upcoming season. You prompt Microsoft 365 Copilot to suggest which products to stock based on historical sales data. Without reviewing the suggestions or checking current market trends, you place a large order based solely on the output of Copilot. What is this an example of?

- A. verification
- B. overreliance
- C. fabrication
- D. prompt injection

Answer: B

NEW QUESTION 10

HOTSPOT - Select the answer that correctly completes the sentence.

Answer Area

▼

The Common Data Model

Enterprise data protection (EDP)

Sensitivity labels

Zero Trust

_____ 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



The screenshot shows a dropdown menu with the following options: The Common Data Model, Enterprise data protection (EDP) (highlighted with a dashed green box), Sensitivity labels, and Zero Trust. To the right of the dropdown, the text reads: "in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is NOT used to train AI models."

NEW QUESTION 10

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 12

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 14

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 18

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 23

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

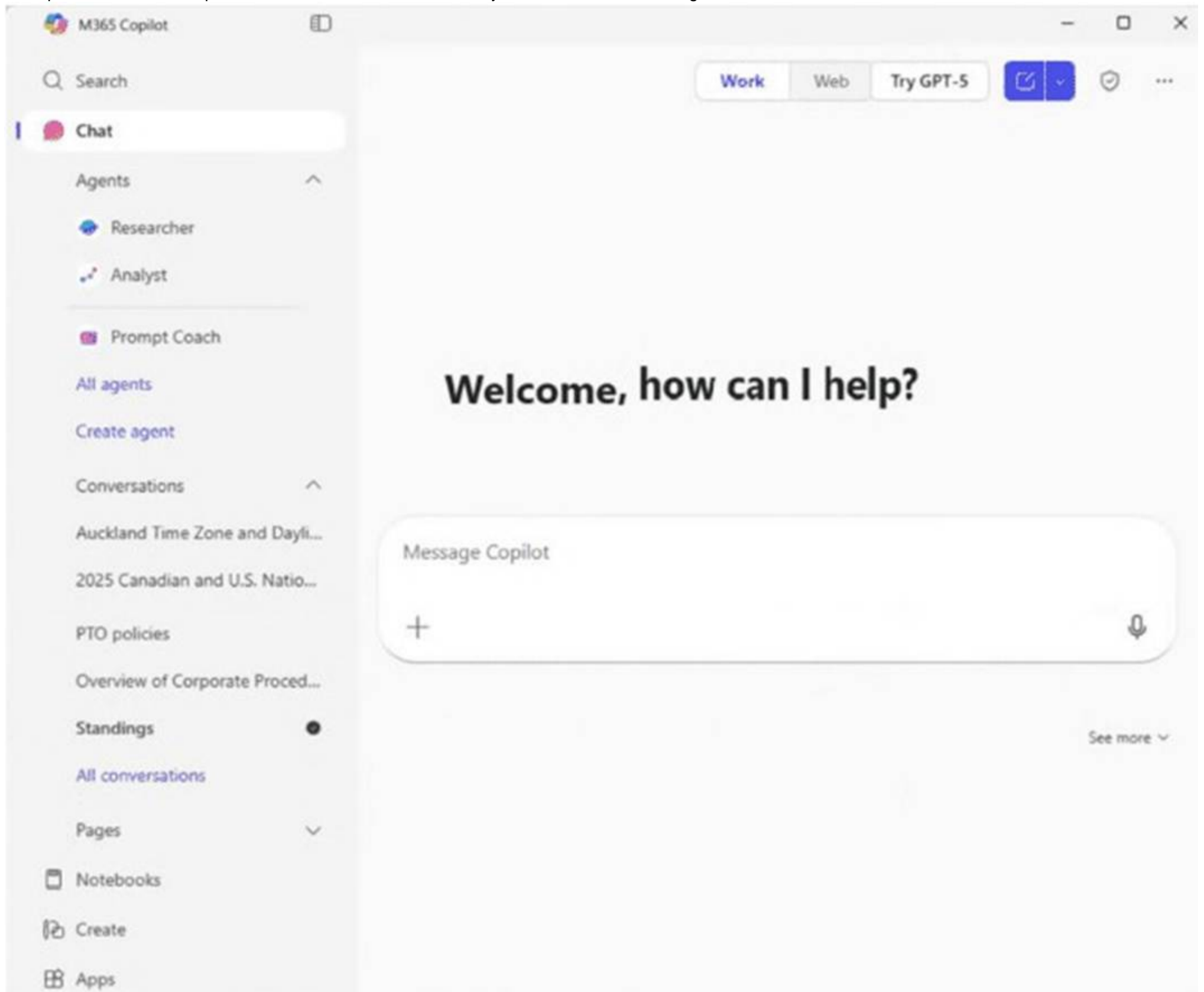
Explanation:

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 27

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 28

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 31

HOTSPOT

You have a Microsoft 365 subscription.

You do NOT have a Microsoft 365 Copilot license.

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

NOTE: Each correct selection is worth one point.

Answer Area

Statements

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

Yes

No

Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.

Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.

- A. Mastered
- B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements

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

Yes

No

Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.

Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.

NEW QUESTION 36

.....

Thank You for Trying Our Product

We offer two products:

1st - We have Practice Tests Software with Actual Exam Questions

2nd - Questions and Answers in PDF Format

AB-730 Practice Exam Features:

- * AB-730 Questions and Answers Updated Frequently
- * AB-730 Practice Questions Verified by Expert Senior Certified Staff
- * AB-730 Most Realistic Questions that Guarantee you a Pass on Your FirstTry
- * AB-730 Practice Test Questions in Multiple Choice Formats and Updatesfor 1 Year

100% Actual & Verified — Instant Download, Please Click
[Order The AB-730 Practice Test Here](#)