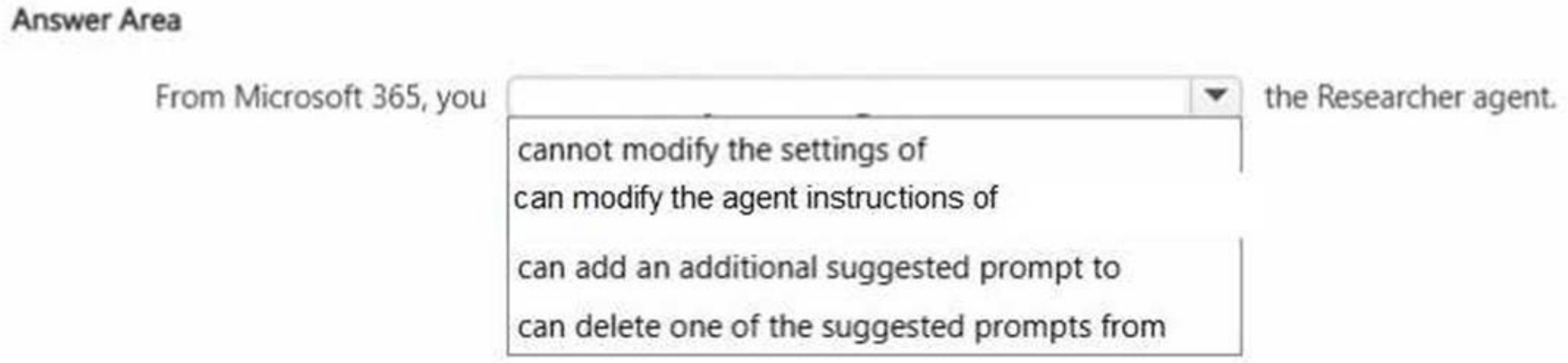
Microsoft

Exam Questions AB-730

AI Business Professional

NEW QUESTION 1
Select the answer that correctly completes the sentence.



A. Mastered
B. Not Mastered

Answer: A

Explanation:

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 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
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 7
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 can surface data from Microsoft Teams chats.	○	○
Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.	○	○
Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:
Microsoft 365 Copilot can use Microsoft Graph-grounded data (based on the user??s permissions) to help users work with Microsoft 365 content. This includes surfacing and summarizing information from Teams chats, so statement 1 is true. Copilot can also summarize and generate content related to Teams meetings (for example, meeting recap details, key discussion points, and follow-up actions when meeting artifacts such as transcript/notes are available), and it can answer questions and draft related content—so statement 3 is true.
Statement 2 is false because, while Copilot can draft emails and help prepare messages, it does not independently schedule and send emails automatically ??based on conditions?? as a native Copilot function. Conditional sending is typically handled through workflow automation tools (for example, Power Automate) and still requires appropriate configuration, permissions, and governance. In enterprise environments, this separation helps reduce risk by ensuring that automated outbound communication remains controlled, auditable, and compliant.

NEW QUESTION 8
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 9
Select the answer that correctly completes the sentence.

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using [ ]
- the Configure tab
- a Copilot notebook
- a Copilot page
- the Describe tab

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

- the Configure tab
- a Copilot notebook
- a Copilot page
- the Describe tab

NEW QUESTION 10
You use Microsoft 365 Copilot.
You regularly upload the same five files to Copilot chats.
You need to simplify referencing the files in the chats.
What are two ways to achieve the goal?

A. Send a prompt that includes the files, and then save the prompt.
B. Create a notebook that references the files.
C. Ask the data engineers to create a fine-tuned model.
D. Create an agent that has a knowledge source.
E. Zip the documents and upload the ZIP file to the chats.

Answer: BD

Explanation:
Microsoft 365 Copilot provides structured ways to persist and reuse knowledge sources to avoid repeatedly uploading the same files.
Creating a notebook that references the five files (Option B) allows those documents to remain attached within a persistent workspace. Copilot can then consistently ground responses in those files without re-uploading them for every conversation.
Creating an agent with a defined knowledge source (Option D) also provides a reusable solution. By configuring the five files as part of the agent??s knowledge base, the agent can automatically reference them in future interactions.
Saving a prompt does not persist file attachments. Fine-tuning models is not part of standard Microsoft 365 Copilot user workflows. Uploading a ZIP file does not improve reference management and may reduce accessibility of individual documents.
Therefore, the correct solutions are to create a notebook that references the files and to create an agent with a knowledge source.

NEW QUESTION 10
HOTSPOT
Select the answer that correctly completes the sentence.
a specific date range of activity

From the Microsoft 365 My Account portal , if you select Delete history for the Copilot activity history, you can delete

- a specific conversation.
- a specific date range of activity
- all the Microsoft 365 Copilot activity.
- all conversations with a specific agent.

A. Mastered
B. Not Mastered

Answer: A

Explanation:
The Microsoft 365 My Account portal provides users with control over their Copilot activity history in alignment with enterprise privacy and compliance standards. When selecting Delete history, users can remove Copilot activity based on a defined time range rather than deleting only a single conversation or all activity universally.
This functionality reflects Microsoft??s commitment to transparency, user control, and responsible AI governance. Allowing deletion by date range enables organizations and individuals to manage data retention policies efficiently while maintaining compliance with regulatory frameworks such as GDPR and internal data governance policies.
The other options are incorrect because deleting a specific conversation or all conversations with a specific agent is not the primary method offered in the My Account activity deletion setting. Instead, deletion is structured around activity time periods.
This capability reinforces generative AI best practices: secure data management, lifecycle control of AI interactions, and user-directed privacy management within enterprise environments.

NEW QUESTION 13
You have several pages in Microsoft 365 Copilot related to the research you are doing for a new product.
You need to simplify your ability to have many different Copilot conversations about the pages.
What should you do first?

A. Create a stor
B. Add the pages to a noteboo
C. Add the pages to a conversatio
D. Download the pages locally.

Answer: B

Explanation:
While Microsoft 365 Copilot does not have a single "merge" button for multiple chat histories, you can effectively consolidate different conversations into a single entity using these primary methods:
* 1. Use Copilot Pages for Dynamic Consolidation
Copilot Pages is the most robust way to build a single "source of truth" from multiple chats.
Add Responses: Below any Copilot response, click the pencil icon to create a new page or the drop-down arrow to add the response to an existing page.
Iterative Building: You can continue different chats and keep sending relevant outputs to the same page, effectively merging various threads into one organized document.
*-> 2. Leverage Copilot Notebooks
For projects requiring high-volume consolidation, Copilot Notebooks allow you to aggregate diverse sources.
Aggregate Sources: You can pull in OneDrive files, SharePoint documents, and even specific chat snippets.
Consolidated Output: Use a prompt like "Create an executive summary based on all references in this notebook" to generate one unified entity.
Reference:
https://techcommunity.microsoft.com/blog/microsoft_365blog/introducing-copilot-notebooks-a-whole-new-way-to-work-with-ai-in-onenote/4428626

NEW QUESTION 18
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 20
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 25
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 30

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/

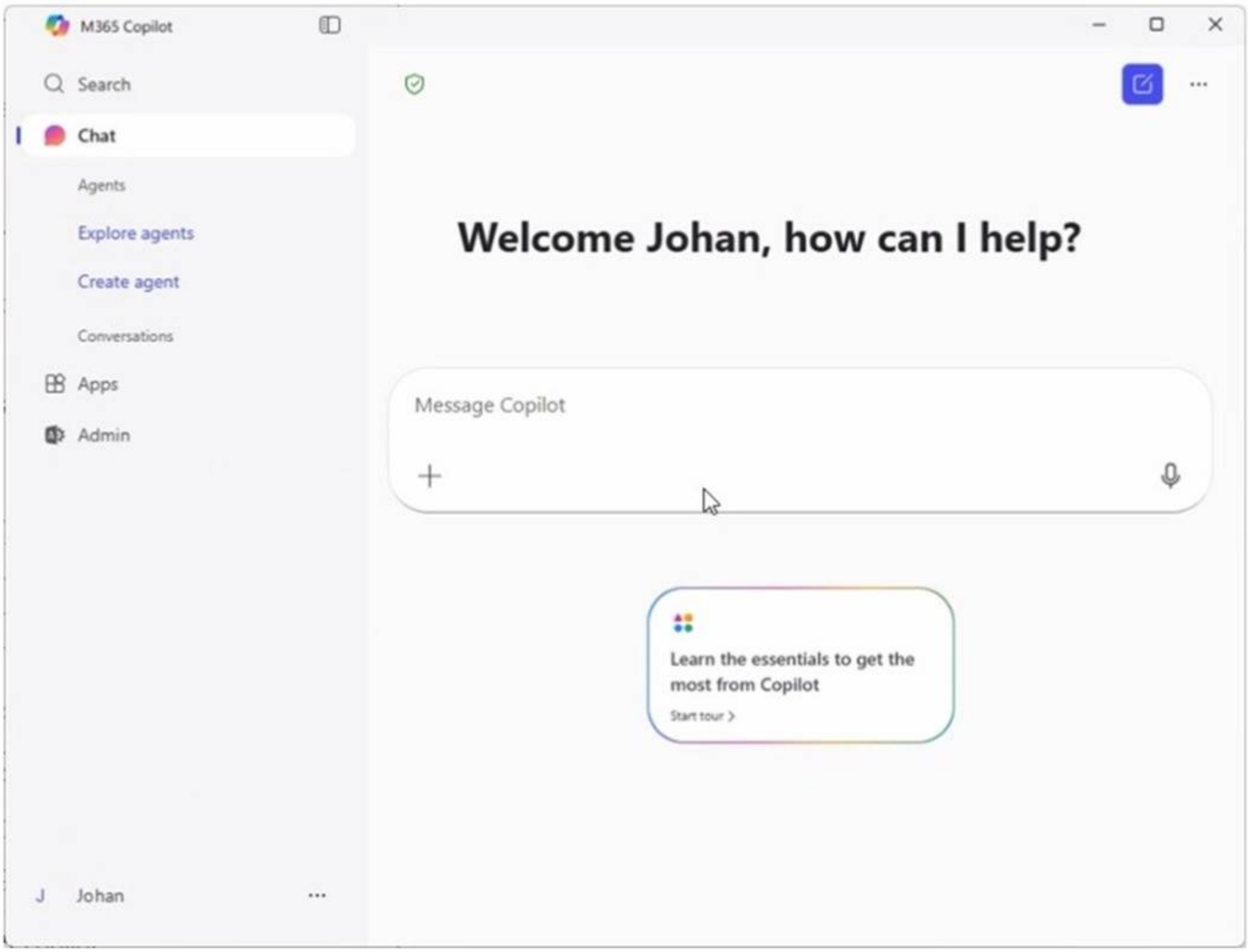
NEW QUESTION 35
You need to improve prompt-grounding during a Microsoft 365 Copilot conversation. What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

A. Use shorter prompt
B. Provide the desired output forma
C. Avoid technical jargo
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 40
You sign in to the Microsoft 365 Copilot app by using your work account as shown in the following 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 to 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.

A.

Answer: B

NEW QUESTION 43
You use Microsoft 365 Copilot.
You need to delete all your conversations by using the least amount of effort.
What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.
A. the Microsoft 365 Copilot web app
B. the My Account portal in Microsoft 365
C. the Microsoft 365 Copilot desktop app
D. the Settings app in Windows 11

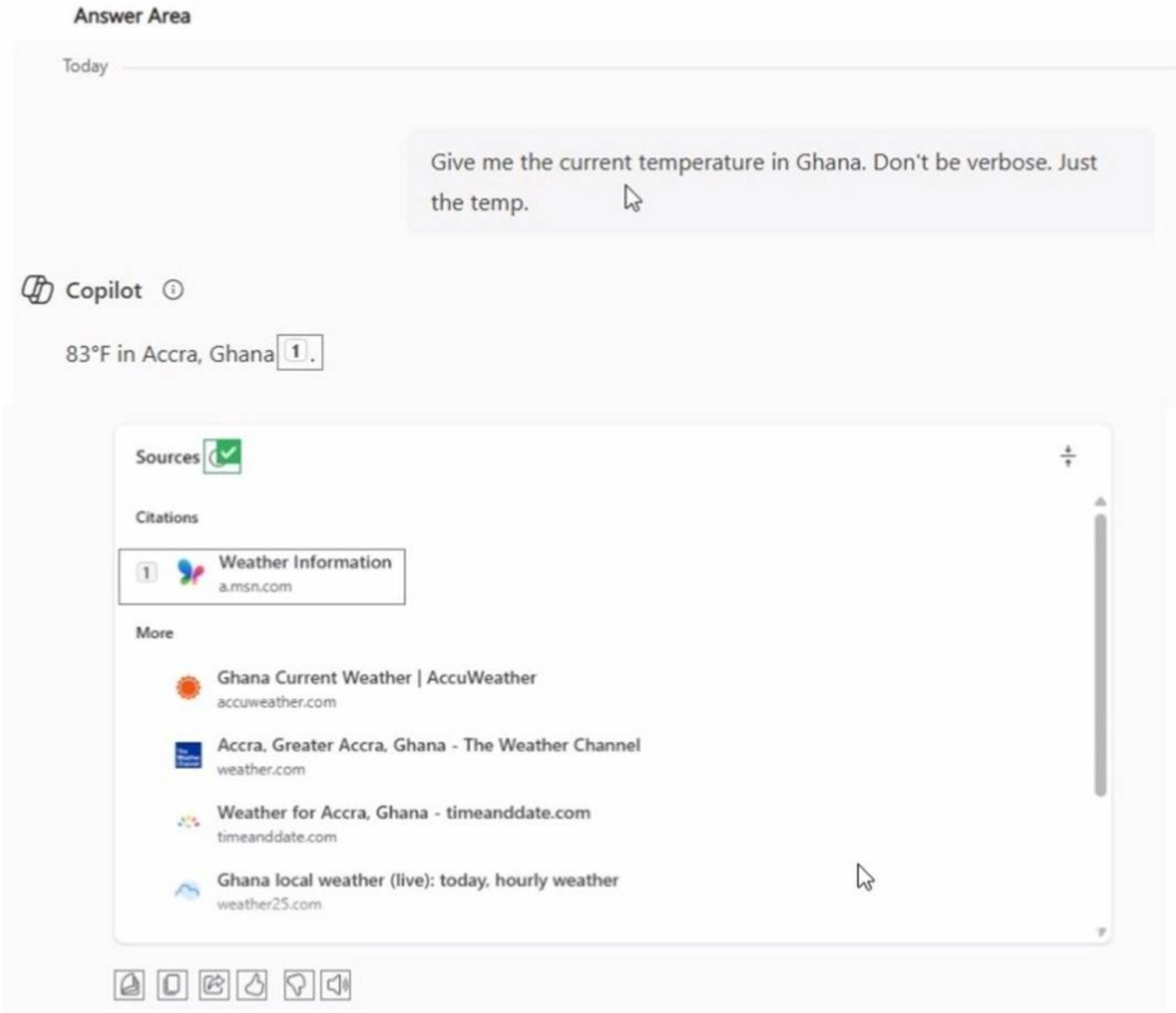
A.

Answer: B

Explanation:
Microsoft provides centralized activity management controls through the My Account portal, which allows users to manage privacy settings, activity history, and data associated with Microsoft 365 services, including Copilot. When the requirement is to delete all conversations with minimal effort, the most efficient method is to use the account-level activity management tools rather than deleting conversations individually.
The My Account portal enables bulk management of Copilot activity data, allowing users to clear conversation history in a consolidated manner. This approach aligns with Microsoft's privacy-by-design framework, giving users control over their AI-generated interaction history without requiring administrative intervention.
Using the Copilot web or desktop app would typically require manually deleting conversations one at a time, increasing effort. The Windows 11 Settings app is unrelated to Microsoft 365 Copilot data management.
Therefore, to delete all Copilot conversations efficiently and with the least amount of effort, the correct approach is to use the My Account portal in Microsoft 365.

NEW QUESTION 46

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.

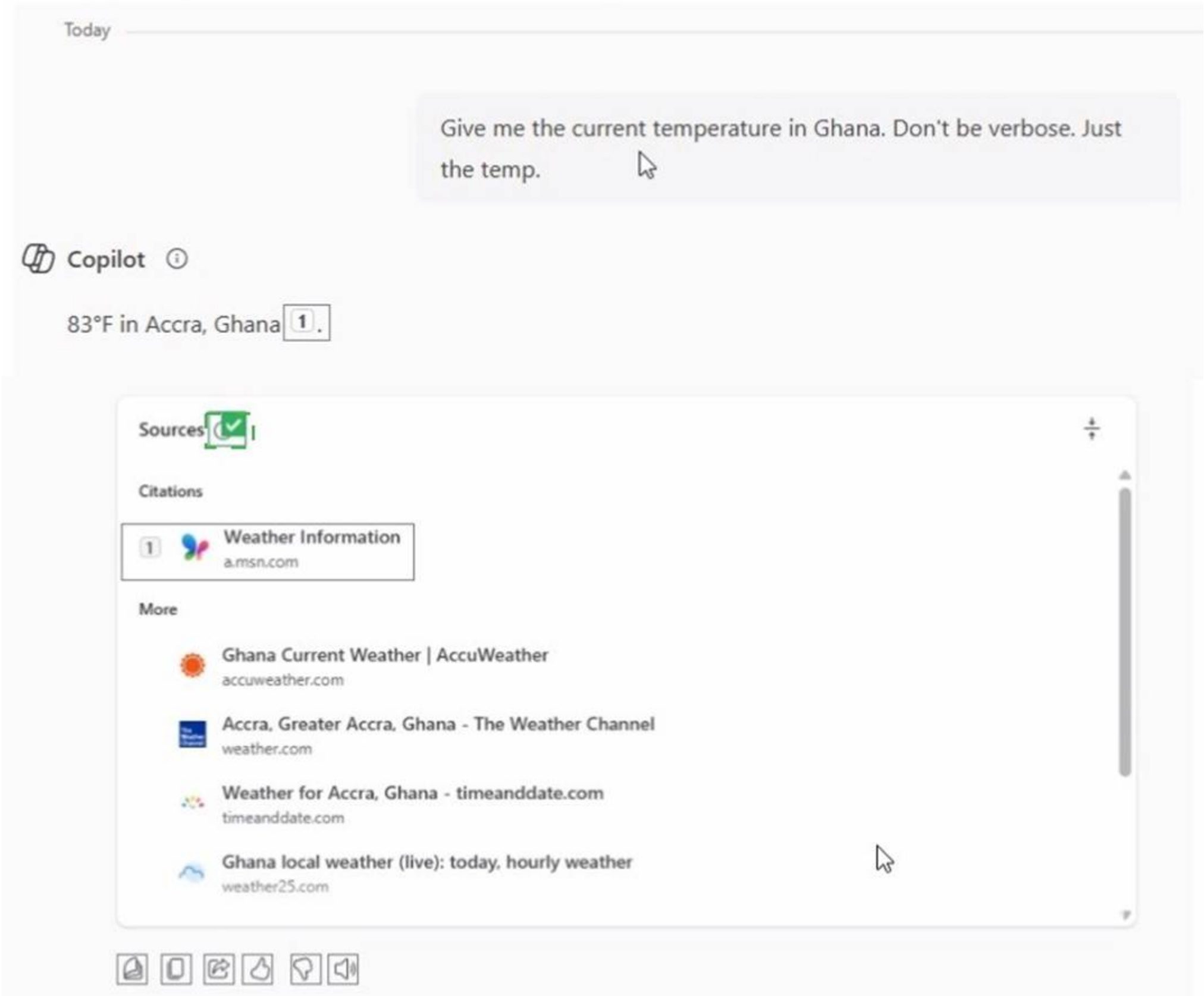


A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area



NEW QUESTION 49
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.

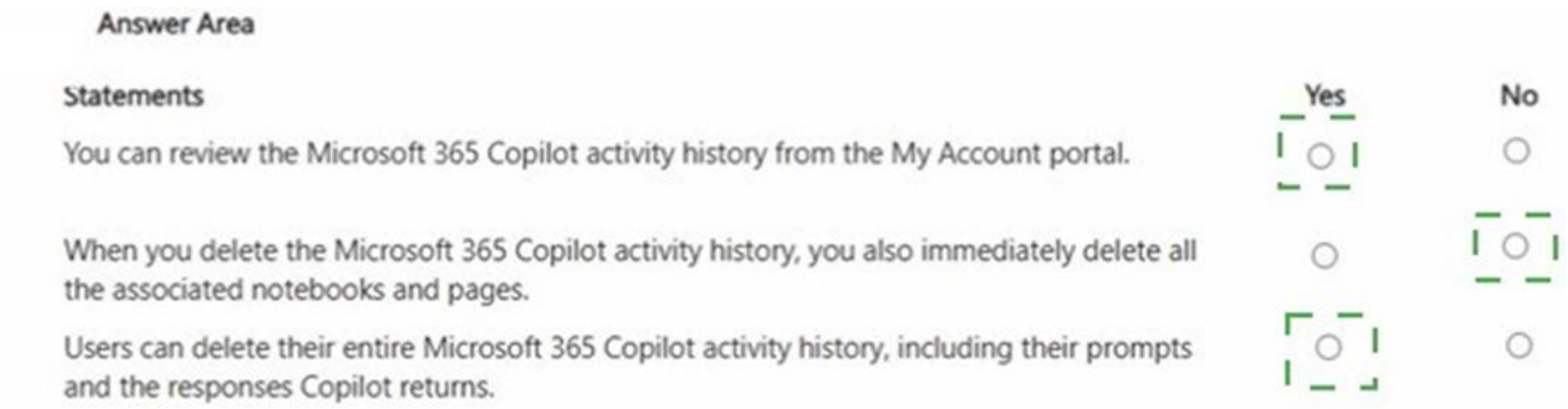
Answer Area

Statements	Yes	No
You can review the Microsoft 365 Copilot activity history from the My Account portal.	○	○
When you delete the Microsoft 365 Copilot activity history, you also immediately delete all the associated notebooks and pages.	○	○
Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:



NEW QUESTION 52
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 54
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 57
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 58
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

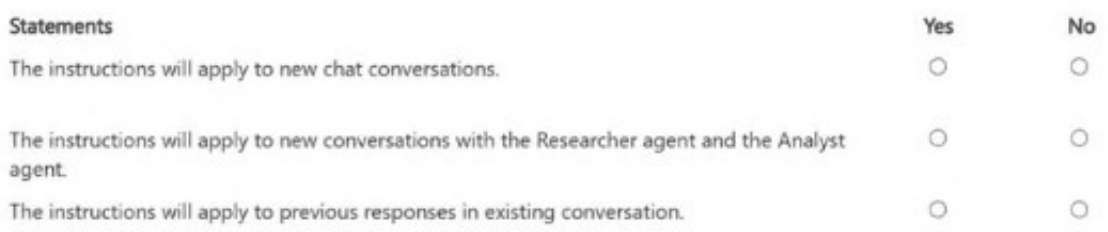
NEW QUESTION 61
HOTSPOT
Select the answer that correctly completes the sentence.

A. Mastered
B. Not Mastered

Answer: A

Explanation:

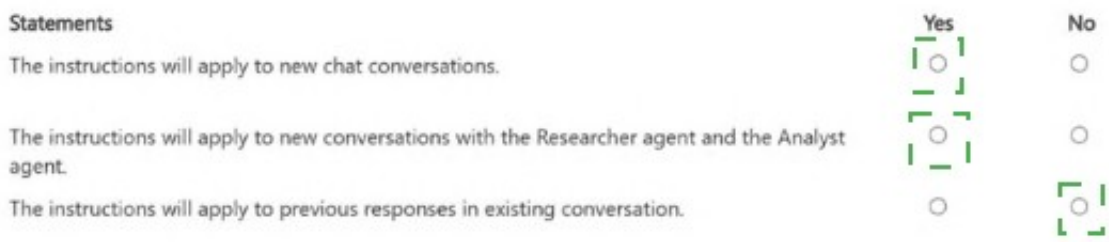
NEW QUESTION 66
HOTSPOT
From Microsoft 365 Copilot, you add custom instructions.
For each of the following statements, select Yes if the statement is true. Otherwise, select No.
NOTE: Each correct selection is worth one point.



A. Mastered
B. Not Mastered

Answer: A

Explanation:



NEW QUESTION 71
You are a marketing assistant preparing for a budget meeting with your manager.
You need to evaluate key spending and performance trends from the last year to understand which marketing channels deliver the best return on investment (ROI).
What should you use in Microsoft 365 Copilot to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

A. the Analyst agent
B. Chat

C. the Researcher agent
D. a notebook

Answer: A

NEW QUESTION 74
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.	○	○
Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.	○	○
Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area

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

NEW QUESTION 78
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 79
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 82
HOTSPOT
You create an agent in the Microsoft 365 Copilot app by using a template.
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 share the agent with external users.	○	○
You can choose which knowledge sources the agent can use.	○	○
You can share the agent with users in your organization.	○	○

A. Mastered
B. Not Mastered

Answer: A

Explanation:

Answer Area

Statements	Yes	No
You can share the agent with external users.	○	○
You can choose which knowledge sources the agent can use.	○	○
You can share the agent with users in your organization.	○	○

NEW QUESTION 85
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	Yes	No
Microsoft 365 Copilot Chat lets you upload documents from your local computer.	○	○
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	Yes	No
Microsoft 365 Copilot Chat lets you upload documents from your local computer.	○	○
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 86
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