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Microsoft AB-730 Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Manage prompts and conversations by using AI: This domain focuses on creating effective prompts, managing and sharing them, handling chat conversations, and creating and configuring custom Copilot agents with appropriate settings and knowledge bases.
Topic 2	<ul style="list-style-type: none">• Draft and analyze business content by using AI: This domain covers creating documents from prompts or existing files, generating summaries, transferring data between apps, using Copilot for meetings and collaboration, and leveraging memory for personalized assistance.
Topic 3	<ul style="list-style-type: none">• Understand generative AI fundamentals: This domain covers Microsoft 365 Copilot's operation, data privacy, context influence on responses, chat versus agent experiences, and feature differences across apps. It addresses responsible AI practices including risk identification, verification methods, and data protection restrictions.

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Microsoft AI Business Professional Sample Questions (Q12-Q17):

NEW QUESTION # 12

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:

Explanation:

NEW QUESTION # 13

Select the answer that correctly completes the sentence.

Answer:

Explanation:

Explanation:

NEW QUESTION # 14

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Word.

Which two tasks can you achieve by using Copilot in Word? Each correct answer presents a complete the solution.

NOTE: Each correct selection is worth one point.

- **A. Insert a custom watermark that has specific text and formatting.**
- B. Customize the page margins to match your company's document standards.
- C. Insert a table of contents based on the headings in your document.
- **D. Generate a summary of the key points in your document.**

Answer: A,D

Explanation:

Microsoft 365 Copilot in Word transforms the document creation process from a manual task into an AI-assisted partnership, potentially reducing drafting time by up to 50%. It helps break through writer's block, refines existing content, and automates formatting.

Here is what can be done in Word to enhance productivity, categorized by function:

1. Generate and Draft Content

2. Edit, Rewrite, and Refine

*-> 3. Summarize and Analyze

[C] Summarize Documents: Instantly summarize long documents (up to 1.5 million words) into concise, key bullet points, making it easy to review lengthy reports.

Chat with the Document: Ask specific questions about the content, such as "What are the main risks mentioned?" or "Find the section about the budget," and receive answers with citations.

Create To-Do Lists: Extract action items and tasks from meeting notes or project plans.

*-> 4. Transform and Format

Convert Text to Table: Highlight a list of text and ask Copilot to "Visualize as a Table" to create a structured table instantly.

[D] Add Formatting/Visuals: Ask Copilot to add images or apply consistent styles and layout changes throughout a document.

Incorrect:

[Not A] Insert a table of contents based on the headings in your document.

This is standard in Word since long before AI.

Reference:

NEW QUESTION # 15

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:

Explanation:

Explanation:

Statements:

You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent. Answer: Yes

You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent. Answer: No

You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent. Answer: NO

Microsoft 365 Copilot Agent Builder supports grounding agents in approved knowledge sources so responses are accurate and permission-trimmed. Teams chats can be used as a knowledge source: Microsoft Learn confirms you can ground an agent in Teams data, including chat messages (and optionally scope to specific chats), enabling the agent to reference collaboration context when answering questions.

A Copilot conversation itself is not a supported "knowledge source" option; knowledge sources are configured from items like SharePoint content, Teams, email, websites, uploaded files, and connectors-not prior chat transcripts.

Finally, JPG images are not supported as knowledge-source file types. Microsoft's supported file types for agent knowledge include documents like .doc/.docx, .pdf, .ppt/.pptx, .txt, and Excel formats (.xls/.xlsx), but not image formats. Therefore, you cannot use a JPG as a knowledge source for a Copilot agent.

NEW QUESTION # 16

Hotspot Question

Select the answer that correctly completes the sentence.

Answer:

Explanation:

Explanation:

Box: all the Microsoft 365 Copilot activity.

From the Microsoft 365 My Account portal, if you select Delete history for the Copilot activity history, you can delete _____. In the Microsoft 365 My Account portal, selecting Delete history for Copilot activity history allows you to delete your entire interaction history across all integrated Microsoft 365 apps.

Specific details of what can be deleted include:

Prompts and Responses: All previous user prompts and the corresponding AI-generated responses from past sessions are removed.

Cross-App Activity: History is cleared across the entire ecosystem, including Word, Excel, PowerPoint, Teams, Forms, Loop, Planner, and Whiteboard.

Copilot Chat History: All recent conversations within the Microsoft 365 Copilot Chat interface.

Important Notes:

No Selective Deletion: You cannot choose to delete history for only a specific app (e.g., just Word); it is an all-or-nothing action for the selected Copilot category.

Saved Content Remains: Any content Copilot helped create that you have already saved within a file (like a PowerPoint slide or Word paragraph) will not be deleted.

Processing Time: While the request is sent immediately, it can take anywhere from 30 seconds to 15 minutes for the history to fully disappear from all apps.

To access this, navigate to your Microsoft My Account Privacy Dashboard > Settings & Privacy > Privacy > Copilot activity history.

Incorrect:

* all conversations with a specific agent

Selecting Delete history from the Microsoft 365 My Account portal performs a bulk deletion across all Microsoft 365 apps rather than letting you pick a specific agent.

NEW QUESTION # 17

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