

Free PDF Quiz 2026 Microsoft Useful AB-730: AI Business Professional Reliable Study Guide



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Microsoft AB-730 Exam Syllabus Topics:

Topic	Details
Topic 1	<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.
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">• 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.

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Microsoft AI Business Professional Sample Questions (Q85-Q90):

NEW QUESTION # 85

Select the answer that correctly completes the sentence.

Answer:

Explanation:

NEW QUESTION # 86

Select the answer that correctly completes the sentence.

Answer:

Explanation:

NEW QUESTION # 87

You are creating a custom analytics agent in the Microsoft 365 Copilot app. The agent will use Microsoft Excel files that contain sales data as knowledge.

You need to ensure that the agent can create visualizations, perform mathematical operations, create aggregations, and analyze the data in the files.

What should you add to the agent?

- A. image generator
- B. code interpreter
- **C. a suggested prompt**
- D. a template

Answer: C

Explanation:

To get the most out of a custom analytics agent in Microsoft 365 Copilot for Excel sales data, use a structured prompt that defines the goal, context, and specific output format. For the best results, ensure your data is formatted as an Excel Table.

Suggested Comprehensive Prompt

"Analyze the sales data in this file to identify the top 5 performing products by total revenue and regional growth. Perform a mathematical operation to calculate a new column for 'Profit Margin' (Revenue minus Cost), then aggregate the total sales and average profit margin by 'Sales Representative' and 'Region.' Finally, create a professional dashboard on a new sheet featuring a bar chart for product revenue and a line graph showing monthly sales trends over the last 12 months." Breakdown of Prompt Capabilities Visualizations: Ask for specific chart types (e.g., "Visualize this as a bar chart" or "Create a line graph") to help spot trends.

Mathematical Operations: Request new columns based on existing data (e.g., "Create a column for the difference between 'Projected' and 'Actual' sales").

Aggregations: Use natural language to summarize data (e.g., "Calculate the total sales by region") or generate PivotTables for deeper grouping.

Reference:

<https://support.microsoft.com/en-us/office/get-insights-about-numerical-data-with-copilot-in-excel-52d97339-86c0-431c-b46c-e7b07b2898dd>

NEW QUESTION # 88

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. Create a custom background and add the background to your video calls.
- B. Mute and unmute participants in a meeting based on their location.
- **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: C,D

Explanation:

[C]

Microsoft 365 Copilot in Teams enhances productivity by automatically generating real-time and post-meeting summaries, highlighting key discussion points, decisions, and action items. By leveraging transcription, it allows users to ask specific questions about the meeting, such as missed information or task assignments, directly within the Teams interface.

[D]

In Microsoft Teams, Microsoft 365 Copilot can indeed draft a response to a channel message by leveraging the context of the conversation. This capability is available within the immersive channel post view, where you can expand a thread to see all replies and then use Copilot to generate content based on that specific discussion.

Reference:

<https://support.microsoft.com/en-us/office/use-copilot-in-microsoft-teams-meetings-0bf9dd3c-96f7-44e2-8bb8-790bedf066b1>

<https://support.microsoft.com/en-us/office/use-copilot-in-microsoft-teams-chat-and-channels-ccccca2-9dc8-49a9-ab76-b1a8ee21486c>

NEW QUESTION # 89

You are using Microsoft 365 Copilot to plan a trip and have asked Copilot to remember several details about the trip.

You cancel the trip plans.

You need to ensure that Copilot forgets the details.

What should you do?

- A. From the My Account portal, delete the Copilot activity history.
- **B. From Copilot delete memories.**
- C. From Copilot delete all the conversation about the trip.
- D. From Copilot delete custom instructions.

Answer: B

Explanation:

Microsoft 365 Copilot includes a memory capability that allows it to retain user-provided preferences or details across interactions when explicitly instructed to remember them. These stored details are referred to as memories and are separate from standard conversation history.

If you previously asked Copilot to remember specific trip-related details, those details are stored as structured memory items. Simply deleting the conversation does not necessarily remove stored memory entries.

Likewise, deleting activity history through the My Account portal removes conversation records but does not directly manage structured Copilot memories. Custom instructions define persistent behavioral preferences and are unrelated to trip-specific stored data.

To ensure Copilot no longer retains those trip details, you must delete the stored memories directly within Copilot. Microsoft documentation explains that users can view and manage saved memories and remove them individually to control what Copilot retains.

Therefore, the correct action to ensure Copilot forgets the trip details is to delete the memories.

NEW QUESTION # 90

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