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Exam AB-730: AI Business Professional skillr

STUDY GUIDE

STEP 1: UNDERSTAND EXAM OBJECTIVES

- UNDERSTAND GENERATIVE AI FUNDAMENTALS
- MANAGE PROMPTS AND CONVERSATIONS BY USING AI
- DRAFT AND ANALYZE BUSINESS CONTENT BY USING AI

STEP 2: USE OFFICIAL TRAINING METHODS

- HANDS-ON EXPERIENCE
- MICROSOFT TRAINING
- DOCUMENTATION
- STUDY GROUPS

STEP 3: USE PRACTICE EXAM TESTS

ENHANCE YOUR ANSWERING SKILLS, FIND OUT WEAK AREAS, AND HAVE A BETTER PREPARATION BY USING THE PRACTICE EXAM TESTS FOR THE EXAM AB-730: AI BUSINESS PROFESSIONAL.

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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"> • 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 3	<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.

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Microsoft AI Business Professional Sample Questions (Q99-Q104):

NEW QUESTION # 99

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.



Answer:

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.



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.



NEW QUESTION # 100

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

- You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.
- You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.
- You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.

Yes

No

Answer:

Explanation:

Answer Area

Statements

- You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.
- You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.
- You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.

Yes

No

NEW QUESTION # 101

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 ran the prompt from a web app instead of a desktop app.
- B. You did NOT schedule the prompt to run.
- C. You used the wrong agent to run the prompt.
- **D. You do NOT have access to the file.**

Answer: D

Explanation:

This error typically occurs when Microsoft 365 Copilot cannot correctly access or parse the referenced file's content. The most likely problems include:

File Location and Sync Issues: Copilot primarily summarizes files stored in OneDrive for Business or SharePoint Online. If the file is only on your local drive and not synced, or if there is a sync delay, Copilot may see a "placeholder" that it cannot read.

Permissions and Authentication: You may lack the necessary Read permissions for the specific file or its parent folder. Additionally, if your session has timed out, Copilot may fail to validate your access.

Unsupported Content or Corruption: While the extension is .docx, the file might contain complex elements like embedded videos, macros, or certain encrypted formats that Copilot cannot process. In some cases, the file's metadata may be corrupted, making it appear "unreadable" to the AI.

Sensitivity Labels: If the document has a Sensitivity Label (e.g., "Confidential") that restricts programmatic access or data extraction, Copilot will be blocked from reading it.

Reference:

<https://learn.microsoft.com/en-ca/answers/questions/5488436/issue-with-m365-copilot-agent-accessing-documents>

NEW QUESTION # 102

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. Provide the desired output format.
- B. Use shorter prompts.

- C. Reference specific files.
- D. Avoid technical jargon.

Answer: C

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'".

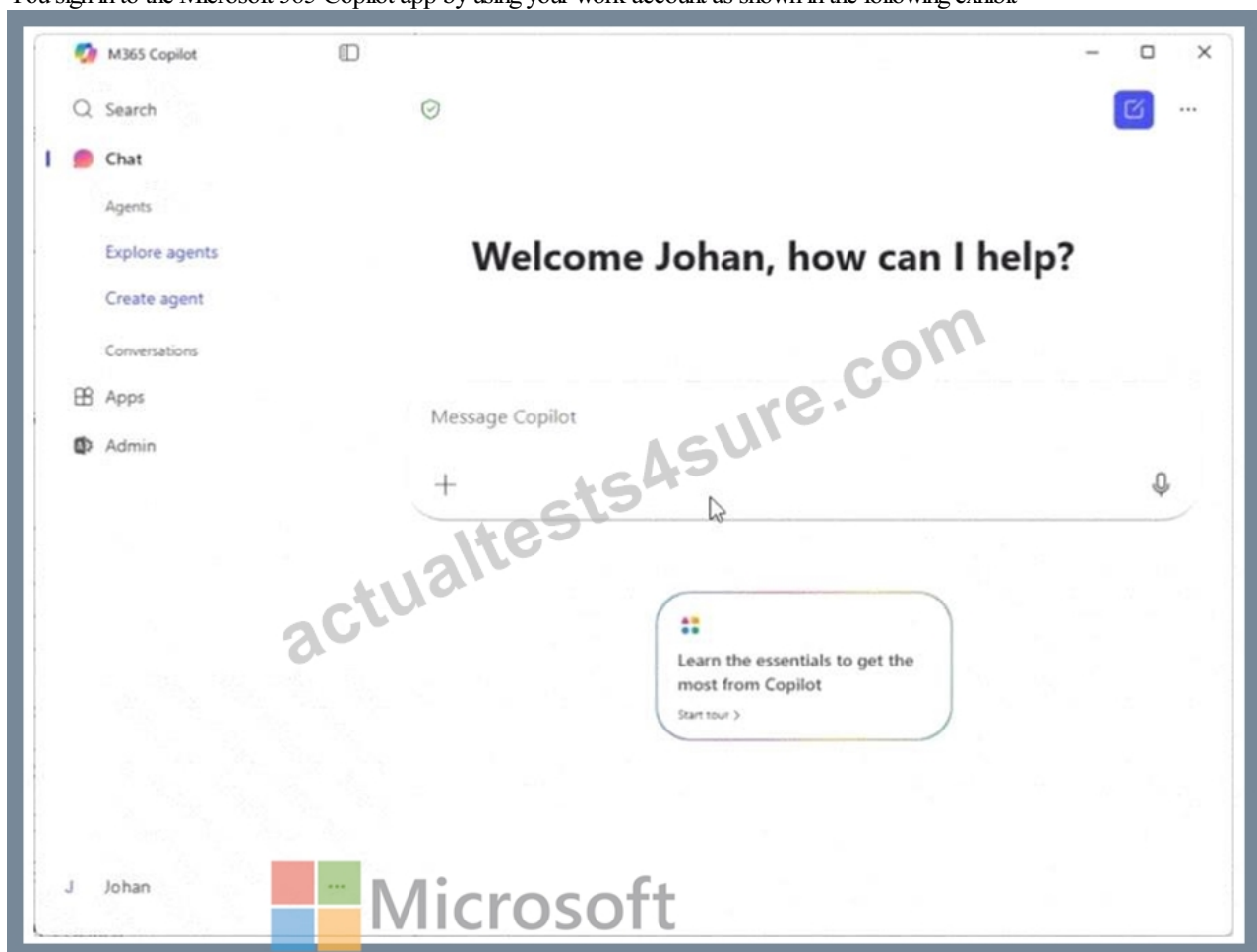
Copy/Paste Links: If a file does not appear in the suggestions, open the file in SharePoint or OneDrive, copy the link, and paste it directly into the prompt.

Reference:

<https://www.datastudios.org/post/microsoft-copilot-prompting-techniques-structure-grounding-and-workflow-optimisation>

NEW QUESTION # 103

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. Select Explore agents and then search for Researcher.
- B. Sign in to the Copilot app by using a personal account

- C. Request a Microsoft 365 Copilot license from an administrator.
- D. From Microsoft Edge, use your work account to sign in to <https://copilot.microsoft.com>.

Answer: A

Explanation:

In Microsoft 365 Copilot, agents such as Researcher are accessed through the Agents experience within the Copilot app. If the user interface does not immediately display a specific agent, the correct action is to browse or search the available agents catalog. The exhibit shows the left navigation pane with an Explore agents option.

According to Microsoft AI Business Professional guidance, built-in and custom agents can be discovered and enabled through the Explore agents section. If the user already has the appropriate Copilot license and is signed in with their work account, there is no need to switch accounts or request another license.

Signing in through a browser does not change feature availability, and using a personal account would remove access to organizational features. Therefore, to access the Researcher agent, you should select Explore agents and search for Researcher.

NEW QUESTION # 104

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