

Updated AB-730 Practice Exam Questions

Answer Area		
Statements	Yes	No
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded in the web, the response will always be identical.	☐	☐
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded in your own data, the response will always be identical.	☐	☐
When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded only in the model's knowledge, the response will always be identical.	☐	☐

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Microsoft AB-730 Exam Syllabus Topics:

Topic	Details
Topic 1	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	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 3	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.

Microsoft AI Business Professional Sample Questions (Q22-Q27):

NEW QUESTION # 22

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 the people in your organization**
- B. any person who has a valid email address
- C. the people in your organization and people that have personal Microsoft accounts
- D. only Microsoft Teams channel members

Answer: A

Explanation:

Microsoft 365 Copilot agents operate within the security, compliance, and identity boundaries of a Microsoft 365 tenant. Custom agents created in the Microsoft 365 Copilot app are governed by organizational policies, role-based access control, and Microsoft Entra ID authentication.

According to Microsoft AI Business Professional guidance, Copilot agents are designed for enterprise use and are shared within the organization unless administrators configure broader sharing capabilities. External sharing with personal Microsoft accounts or arbitrary email addresses is not supported by default due to security, data protection, and compliance requirements.

Because the agent in this scenario interacts with organizational data such as client emails, project milestones, and internal reports, access must remain restricted to authenticated users within the same tenant. This ensures that sensitive business information remains protected and that data access respects existing permissions.

Therefore, the agent can be shared only with people in your organization, making option D the correct answer.

NEW QUESTION # 23

You have an open Microsoft Word document that has a sensitivity label named Highly Confidential applied.

From Microsoft PowerPoint, you plan to use Microsoft 365 Copilot to generate a presentation of the Word document. What will be the result?

- **A. Copilot will generate the presentation and apply the Highly Confidential label.**
- B. Copilot will be unable to generate the presentation.
- C. Copilot will generate the presentation and will prompt you for a label.
- D. Copilot will generate the presentation and will NOT apply a label.

Answer: A

Explanation:

Microsoft 365 Copilot fully respects Microsoft Purview Information Protection, including sensitivity labels applied to documents.

When content is used as a source to generate new content (for example, creating a PowerPoint presentation from a Word document), Copilot ensures that data protection policies are preserved and inherited.

If the source Word document is labeled Highly Confidential, the generated presentation will automatically inherit the same sensitivity label. This ensures that the classification, encryption, and access restrictions applied to the original content are consistently enforced in derived content. This behavior aligns with Microsoft's compliance and data governance model, which prevents accidental data exposure when content is reused or transformed.

Option A is incorrect because Copilot does not require manual reclassification when a label is already present on the source. Option B is incorrect because labels are not dropped during content generation. Option D is incorrect because Copilot can still generate content from labeled documents, provided the user has access.

Therefore, the presentation will be generated with the Highly Confidential label applied.

NEW QUESTION # 24

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. Open the page in Microsoft Word.
- **B. Share the page link.**
- **C. @mention the colleague in the page.**
- D. Add the page to a notebook.

Answer: B,C

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.

NEW QUESTION # 25

Hotspot Question

Select the answer that correctly completes the sentence.

Answer:

Explanation:

Explanation:

Box: suggested prompts

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.

In Microsoft 365 Copilot, you can configure up to six suggested prompts--also known as conversation starters--to help users immediately understand an agent's capabilities and interact with it effectively. These prompts appear on the agent's welcome page in Microsoft Teams or Microsoft 365 Copilot Chat.

Key Aspects of Suggested Prompts

Purpose: They guide users on how to initiate conversations, provide examples of what the agent can do, and help users get immediate value from the agent.

Placement: They are displayed prominently on the agent's welcome page before a new chat starts, or within the Prompt Gallery in Teams.

Automatic Generation: When creating an agent in Copilot Studio, suggested prompts may be automatically generated based on the agent's description and instructions.

Configuration: You can customize these prompts on the Overview page of your agent in Copilot Studio by clicking the Edit icon in the Suggested Prompts section.

Limitations: A prompt can be customized with a title and the actual prompt text, and they cannot be seen when testing the agent inside Copilot Studio, only in the published experience.

NEW QUESTION # 26

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? More than one answer choice may achieve the goal. Select the BEST answer.

- A. From Settings, configure Custom instructions.
- B. From Settings, configure Copilot Memory.
- C. In the conversation, attach an example to your prompts.
- D. In the conversation, create a sample prompt and save it to the Copilot Prompt Gallery.

Answer: A

Explanation:

You can use the Custom instructions feature to tailor Microsoft 365 Copilot's behavior specifically for the medical or healthcare field. By configuring these settings, you ensure Copilot adopts a specific persona, tone, and formatting style across all your interactions without needing to repeat those requirements in every prompt.

How to Configure Custom Instructions

1. Access Settings: In the Microsoft 365 Copilot Chat interface (web, Teams, or Outlook), click the three dots (...) or the gear icon in the top-right corner.
2. Navigate to Personalization: Select Settings, then go to the Personalization tab.
3. Edit Instructions: Find the Custom instructions tile and select Edit instructions.
4. Define Your Field: Fill in the two main fields:

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