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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">• 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	<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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ActualVCE has assembled a brief yet concise study material that will aid you in acing the AI Business Professional (AB-730) exam on the first attempt. This prep material has been compiled under the expert guidance of 90,000 experienced Microsoft professionals from around the globe. ActualVCE offers the complete package that includes all exam questions conforming to the syllabus for passing the AI Business Professional (AB-730) exam certificate in the first try.

Microsoft AI Business Professional Sample Questions (Q84-Q89):

NEW QUESTION # 84

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. Create a summary of unread emails in your inbox.
- B. Customize the folder structure to organize your emails.
- C. Insert a custom HTML signature that has specific formatting.
- D. Generate a draft response to an email based on the context of the conversation.

Answer: A,D

Explanation:

[B]

Microsoft 365 Copilot in Outlook generates tailored email drafts based on conversation context, allowing users to quickly create, summarize, or adjust replies for tone and length. By clicking the Copilot icon, users can generate responses, customize them, and utilize features like Coaching Tips to improve communication.

Key Features of Copilot in Outlook for Email Drafting:

Draft with Copilot: Accessible in the ribbon, this allows for generating a new email or a reply from scratch based on a prompt.

Context-Aware Responses: Copilot analyzes previous emails in a thread to ensure the response is relevant.

Tone & Length Adjustment: Users can refine the draft to be more concise, confident, formal, or casual.

"Reply with Copilot": Specifically in Outlook for Mac and web, this option provides fast, pre-generated, or custom replies.

Coaching Tips: Provides suggestions to improve the clarity, tone, and sentiment of the email before sending.

[C]

Microsoft 365 Copilot in Outlook allows you to summarize unread emails and lengthy conversation threads to help you catch up quickly.

How to Summarize in Outlook

Summarize a Thread: Open a long email conversation and select Summary by Copilot (or Summarize) at the top of the email thread. Copilot will scan the key points and provide a concise summary with numbered citations that link back to specific emails.

*-> Summarize Unread/Missed Emails: You can use the Copilot Chat pane (located in the navigation bar) to ask for broader summaries across your inbox.

Prompt Example: "Summarize my unread emails from today" or "What did I miss from my manager last week?".

Voice Catch-up (Mobile): On the Outlook mobile app, you can tap "voice catch-up" to have Copilot summarize your unread emails and guide you through actions hands-free.

Reference:

<https://support.microsoft.com/en-us/office/summarize-an-email-thread-with-copilot-in-outlook-a79873f2-396b-46dc-b852-7fe5947ab640>

NEW QUESTION # 85

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:

NEW QUESTION # 86

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. capabilities
- B. instructions
- **C. citations**
- D. memory

Answer: C

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 # 87

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:

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 # 88

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. Reference the proposal content in the prompt.**
- B. Instruct Copilot to rely on its training data to infer proposal details.
- C. Add a specific goal that you want Copilot to accomplish.
- D. Add context about the intended audience.

Answer: A

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

