

Microsoft.AB-730.v2026-06-11.q51

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Exam Code:                                                                                                                                                  | AB-730                   |
| Exam Name:                                                                                                                                                  | AI Business Professional |
| Certification Provider:                                                                                                                                     | Microsoft                |
| Free Question Number:                                                                                                                                       | 51                       |
| Version:                                                                                                                                                    | v2026-06-11              |
| # of views:                                                                                                                                                 | 102                      |
| # of Questions views:                                                                                                                                       | 521                      |
| <a href="https://www.freecram.net/torrent/Microsoft.AB-730.v2026-06-11.q51.html">https://www.freecram.net/torrent/Microsoft.AB-730.v2026-06-11.q51.html</a> |                          |

NEW QUESTION: 1

How does AI help businesses detect fraud?

- A. By predicting customer behavior with perfect accuracy
- B. By analyzing transaction data and identifying suspicious patterns
- C. By eliminating the need for manual audits
- D. By automating customer support for fraud-related inquiries

Answer: (SHOW ANSWER)

AI-driven fraud detection systems analyze transaction patterns in real-time to spot anomalies or unusual behavior. This can help prevent fraudulent activities such as identity theft, money laundering, or fraudulent claims.

NEW QUESTION: 2

You are comparing the difference between Microsoft 365 Copilot and Microsoft 365 Copilot Chat.

What is available in both versions?

- A. Copilot Pages
- B. Copilot Notebooks
- C. the Researcher agent

Answer: (SHOW ANSWER)

NEW QUESTION: 3

Hotspot Question

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

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.

Yes

☐

No

☐

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.

☐☐

## Answer:

### Answer Area

#### Statements

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.

Yes

☐

No

☒

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.

☐☒

## Explanation:

### Box 1: No

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.

Actually, the response will not always be identical. While grounding in the web provides a consistent set of facts, several factors cause variations in the output:

**Probabilistic Nature of LLMs:** Microsoft 365 Copilot is built on Large Language Models (LLMs) that are inherently probabilistic. This means they predict the next likely word in a sequence, which often leads to slightly different phrasing or structures even when the input is the same.

**\*-> Dynamic Web Content:** Web grounding uses Bing search results to provide real-time information. Because the web is constantly changing, a topic relevant for a summary at one moment might be replaced by newer, more relevant data just minutes later.

**Response Generation Limits:** If you ask the same question too many times in a row, Copilot may prompt you to rephrase or may "time out". The "regenerate" option specifically aims to reword things differently to provide a fresh perspective.

**Personalization and Context:** Responses can adapt over time based on user interactions and the specific Microsoft 365 context available at the time of the prompt.

### Box 2: No

No - 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.

Even when Microsoft 365 Copilot is grounded in your own data, submitting the same prompt multiple times will not always produce identical responses.

While grounding with your own data (emails, files, chats) significantly improves accuracy and relevance, the underlying technology remains a Large Language Model (LLM), which is inherently non-deterministic.

Here is why responses may vary:

Inherent Model Variability: LLMs like GPT-4, which power Copilot, generate answers token-by-token based on probability, which can lead to different, yet contextually appropriate, responses.

Dynamic Data Sources: If the documents or emails you are querying are updated or changed, the information Copilot retrieves might differ.

Contextual Sensitivity: Copilot may consider the context of previous interactions in a session. If the conversation thread changes, the output can vary.

Box 3: No

No - When you submit the same prompt to Microsoft 365 Copilot multiple times, and you are grounded in the model's knowledge, the response will always be identical.

Even when grounded in specific knowledge, Microsoft 365 Copilot will likely produce different responses to the same prompt.

This happens because:

Probabilistic Nature: Copilot is built on Large Language Models (LLMs) that use neural networks to predict text. This introduces randomness, meaning the model doesn't follow a fixed path to an answer even with identical inputs.

Dynamic Context: In active chats or meetings, Copilot bases its answers on the most recent content available. As a conversation or meeting evolves, what the model considers "relevant" changes, leading to varied summaries or answers over time.

Retrieval Variations: When grounded in your data (like SharePoint or OneDrive), the system may pick different "snippets" or sections of a document each time you ask a question, leading to slight-

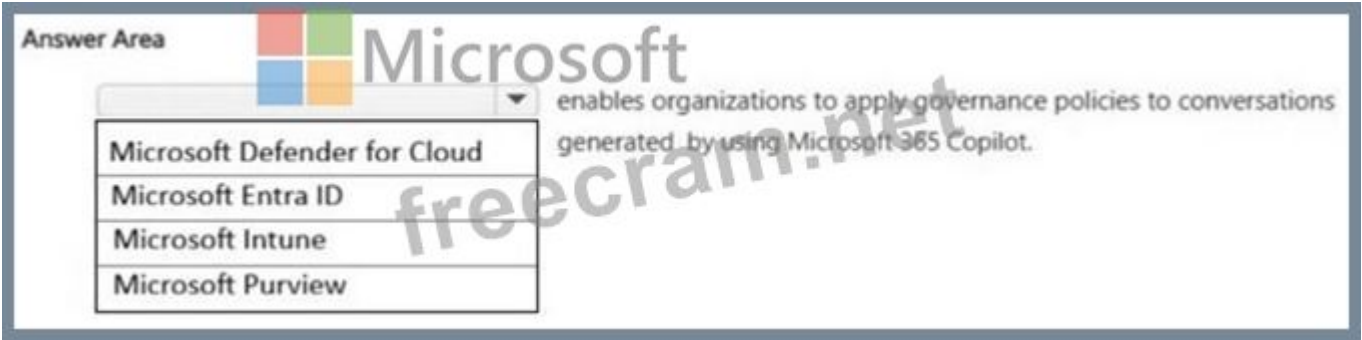
-or sometimes significant--differences in the final output.

No "Seed" Control: Unlike some technical AI tools, standard Copilot does not allow users to set a "seed" number to force 100% deterministic (identical) results.

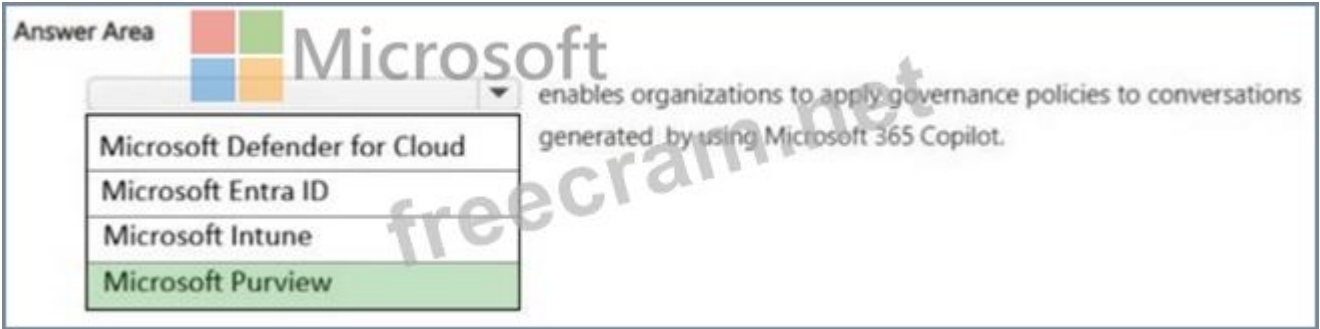
**NEW QUESTION: 4**

Hotspot Question

Select the answer that correctly completes the sentence.



**Answer:**



**NEW QUESTION: 5**

What is a potential benefit of using AI in business operations?

**A.** AI makes all decisions on behalf of human managers

- B. AI can increase operational efficiency by automating repetitive tasks
- C. AI eliminates the need for data-driven decision-making
- D. AI requires no human supervision

**Answer:** ([SHOW ANSWER](#))

AI is highly effective at automating repetitive and mundane tasks, which helps businesses improve efficiency, reduce human error, and free up human workers for more strategic activities.

#### NEW QUESTION: 6

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

**Answer:** ([SHOW ANSWER](#))

To create an effective prompt grounded in a specific proposal, use Microsoft 365 Copilot's "slash command" feature to directly reference the file.

Creating the Grounded Prompt

A successful grounded prompt follows the Goal, Context, Expectations, Source framework.

Reference the Source: Start your prompt or include at the end a reference to the specific proposal by typing "/" followed by the filename (e.g., / [Proposal\_Name].docx).

Define the Goal: State exactly what information you need (e.g., "Summarize the key deliverables").

Provide Context: Explain why you need it (e.g., "for an upcoming client kickoff meeting").

Set Expectations: Specify the format, tone, and length (e.g., "in a bulleted list of 5 items").

Example Prompt

"Based on /[Project\_Proposal\_v2.docx], summarize the primary project goals and list the three highest-risk items. Use a professional tone and format the response as a short executive summary for my leadership team." Reference:

<https://alistar.net/en/blog/prompting-in-microsoft-copilot>

#### NEW QUESTION: 7

You create a prompt and add several files from your Microsoft OneDrive.

You share the prompt to a user by using email.

What occurs when the user uses the prompt?

- A. The user is granted access to the files automatically and can run the prompt.
- B. The files are removed from the shared prompt, and the user must add the files manually before they can run the prompt.
- C. The user is prompted to request access to the files when they attempt to run the prompt.
- D. The user can run the prompt successfully only if they have access to the files in your OneDrive.

**Answer:** ([SHOW ANSWER](#))

When you share a Microsoft Copilot prompt that references OneDrive files, the following happens for the second user:

1. Prompt Delivery: The second user receives the text of the prompt in their Copilot interface, but they do not automatically see the original AI-generated response.

2. File Permissions Check: Copilot strictly respects Microsoft 365 permissions. If the second user does not already have access to those specific OneDrive files, Copilot will be unable to "read" them to execute the prompt.

\*-> 3. Execution Failure: If permissions are missing, the prompt will likely fail or return a generic answer because Copilot cannot ground its response in data the user is not authorized to see.

Manual File Sharing Required: Sharing the prompt link does not automatically share the attached files. You must separately share the OneDrive files or the containing folder with the user for the prompt to work for them.

Reference:

<https://support.microsoft.com/en-us/office/frequently-asked-questions-about-copilot-in-onedrive-1bd55d10-7c46-417c-ab3d-e9c7be346947>

### NEW QUESTION: 8

What is the primary goal of using AI in business?

- A. To replace human employees completely
- B. To reduce customer engagement
- C. To enhance decision-making and automate processes
- D. To increase the complexity of business operations

Answer: ([SHOW ANSWER](#))

AI helps businesses improve decision-making by analyzing data patterns and automating repetitive tasks. Rather than replacing human employees entirely, AI is used to optimize workflows and make smarter decisions in areas like customer support, marketing, and supply chain management.

### NEW QUESTION: 9

You create a Microsoft 365 Copilot notebook and add a file named Process.docx from a Microsoft SharePoint site as a reference.

Yesterday, a user updated Process.docx in the SharePoint site.

What will occur when you chat in the notebook?

- A. The chat will reference only the original version of Process.docx.
- B. The chat will reference the most recent version of Process.docx.
- C. The chat will reference both versions of Process.docx.

Answer: ([SHOW ANSWER](#))

When a file from a Microsoft SharePoint site is added as a reference in a Microsoft 365 Copilot notebook, Copilot links to the document rather than copying it. Consequently, when the prompt runs again, Copilot automatically reads the most recent version of the file, ensuring updates are reflected.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

### NEW QUESTION: 10

Hotspot Question

You plan to create an agent by using the Microsoft 365 Copilot app.

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

The agent will be available in Microsoft Word.

Yes

☐

No

☐

The agent can be shared to other users in your organization.

☐☐

The agent can contain complex workflows that use third-party connectors.

☐☐

Answer:

| Statements                                                               | Yes                              | No                    |
|--------------------------------------------------------------------------|----------------------------------|-----------------------|
| The agent will be available in Microsoft Word.                           | <input checked="" type="radio"/> | <input type="radio"/> |
| The agent can be shared to other users in your organization.             | <input checked="" type="radio"/> | <input type="radio"/> |
| The agent can contain complex workflows that use third-party connectors. | <input checked="" type="radio"/> | <input type="radio"/> |

## NEW QUESTION: 11

Hotspot Question

Select the answer that correctly completes the sentence.

| Answer Area                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You generate a report by using the Researcher agent in Microsoft 365 Copilot. You can use  to save and edit the response. |
| <div><div>an agent</div><div>a conversation</div><div>a notebook</div><div>a page</div></div>                                                                                                                  |

Answer:



Explanation:

Box: a page

You generate a report by using the Researcher agent in Microsoft 365 Copilot. You can use \_\_\_\_\_ to save and edit the response.

To save and edit a report generated by the Researcher agent in Microsoft 365 Copilot, you should primarily use Microsoft 365 Pages (part of Loop) or Microsoft Word.

Key Tools for Saving and Editing

\*-> Microsoft 365 Pages: This is the most integrated way to handle Researcher output. After the report is generated, you can select "Edit in Pages" directly below the response. This creates a collaborative page side-by-side with your chat, allowing you to refine the content with your team.

Microsoft Word: You can export the report directly to Word to apply professional formatting and perform detailed editing. This is often the recommended step after initial collaboration in Pages.

Microsoft PowerPoint: For presentations, you can use the PowerPoint Copilot feature to generate slides directly from your saved Word document or export the report as a presentation if that option is available in your interface.

New Export Formats: Depending on your current rollout version, you may also see options to export the report as a PDF, Infographic, or even an Audio Overview

## NEW QUESTION: 12

Which AI technology is used to understand and interpret images or video?

- A. Predictive analytics
- B. Computer Vision
- C. Natural Language Processing (NLP)
- D. Speech recognition

Answer: ([SHOW ANSWER](#))

Computer vision is a branch of AI that enables machines to interpret and understand visual data.

It is used in applications like image recognition, facial recognition, and autonomous vehicles.

## NEW QUESTION: 13

Hotspot Question

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                                                                                                                                                  | Yes                   | No                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| Microsoft 365 Copilot is trained on your organization's business data.                                                                                      | <input type="radio"/> | <input type="radio"/> |
| Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.                                                                          | <input type="radio"/> | <input type="radio"/> |
| Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data. | <input type="radio"/> | <input type="radio"/> |

Answer:

Answer Area



Microsoft

| Statements                                                                                                                                                  | Yes                              | No                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|
| Microsoft 365 Copilot is trained on your organization's business data.                                                                                      | <input type="radio"/>            | <input checked="" type="radio"/> |
| Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.                                                                          | <input checked="" type="radio"/> | <input type="radio"/>            |
| Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data. | <input checked="" type="radio"/> | <input type="radio"/>            |

Explanation:

Box 1: No

No - Microsoft 365 Copilot is trained on your organization's business data.

Microsoft 365 Copilot is designed to use your organization's business data, but it is crucial to understand that it is not "trained" on it in the traditional sense of modifying its foundation AI models. Instead, Copilot uses a process called grounding, which connects Large Language Models (LLMs) to your company's data (emails, chats, documents, etc.) in real-time to provide contextually relevant answers.

Here is a breakdown of how Microsoft 365 Copilot uses and protects your data:

How Copilot Uses Organizational Data

Real-Time Access via Microsoft Graph: Copilot uses Microsoft Graph to access data that an individual user already has permission to view, including emails, chats, meetings, and documents, to generate answers.

Contextual Understanding: It uses this information to help with tasks like summarizing a meeting, drafting emails based on previous communication, or searching for information across documents.

Scope of Access: Copilot is restricted to the data within your organization's Microsoft 365 tenant boundary.

Data Security and Privacy Protections

\*-> No Training on Data: Prompts, responses, and data accessed through Microsoft Graph are not used to train the base foundation models that power Copilot.

Data Stays Within Boundary: Customer data remains within the Microsoft 365 service boundary.

Permissions Are Respected: Copilot adheres to the same access controls and security policies (e.g., sensitivity labels) that your organization has already put in place.

No Data Sharing with Third Parties: Customer data processed by Copilot is not shared with third- party models or used for advertising.

Box 2: Yes

Yes - Microsoft 365 Copilot can summarize emails in mailboxes that were shared with you.

Microsoft 365 Copilot can summarize emails and analyze content in shared or delegated mailboxes, provided the user has at least read access. Users can utilize prompts in the Copilot chat to summarize recent messages, identify key topics, or extract actions from shared accounts.

Box 3: Yes

Yes - Microsoft 365 Copilot leverages the security framework defined in Microsoft 365 to provide you with access to emails, documents, and other enterprise data.

Microsoft 365 Copilot leverages the existing security, privacy, and compliance framework of Microsoft 365 to ensure that it only accesses data a user is already authorized to view. By operating within the Microsoft 365 service boundary, Copilot respects established permissions, ensuring that sensitive information is not exposed to unauthorized users.

**NEW QUESTION: 14**

Hotspot Question

You are evaluating the features of Microsoft 365 Copilot notebooks.

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                                            | Yes                   | No                    |
|-------------------------------------------------------|-----------------------|-----------------------|
| You can create an agent from a notebook.              | <input type="radio"/> | <input type="radio"/> |
| You can generate an audio overview of a notebook.     | <input type="radio"/> | <input type="radio"/> |
| Copilot continually adds new references to notebooks. | <input type="radio"/> | <input type="radio"/> |

Answer:

| Statements                                            | Yes                              | No                    |
|-------------------------------------------------------|----------------------------------|-----------------------|
| You can create an agent from a notebook.              | <input checked="" type="radio"/> | <input type="radio"/> |
| You can generate an audio overview of a notebook.     | <input checked="" type="radio"/> | <input type="radio"/> |
| Copilot continually adds new references to notebooks. | <input checked="" type="radio"/> | <input type="radio"/> |

**NEW QUESTION: 15**

You use Microsoft 365 Copilot.

You discover that you had a conversation that used a knowledge source that contains confidential information.

You need to delete the conversation data without requiring administrative approval. You must retain your other conversations, if possible.

What should you use?

- A. the Microsoft 365 admin center
- B. the My Account portal in Microsoft 365 Copilot
- C. the Microsoft Purview compliance portal
- D. the Microsoft 365 Copilot app

**Answer:** ([SHOW ANSWER](#))

Without administrator permissions, you can delete Microsoft 365 Copilot chat data containing confidential information through the My Account portal (myaccount.microsoft.com).

Steps to delete the data:

1. Sign in to the My Account portal with your work or school account.
2. Navigate to Settings & Privacy > Privacy > Data options.
3. Open the Copilot activity history section.
4. Select Delete history, check the box for Microsoft 365 Copilot, and click Delete.

Reference:

<https://support.microsoft.com/en-us/office/delete-your-microsoft-365-copilot-activity-history-76de8afa-5eaf-43b0-bda8-0076d6e0390f>

## **NEW QUESTION: 16**

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

**Answer:** A ([LEAVE A REPLY](#))

When you create a custom agent using a Microsoft 365 Copilot license (typically through the Agent Builder), you can share it with the following people within your organization:

Specific Users: You can share the agent directly with up to 98 named individuals by entering their name or email address.

Security Groups: You can share with specific Entra ID Security Groups to grant access to a predefined team.

Everyone in Your Organization: You can make the agent available to anyone in your tenant via a sharing link.

Incorrect:

[not C]

You are not limited to only sharing agents with Microsoft Teams channel members. While agents can be created for specific Teams channels, you can also share them directly with specific users or groups within your organization, or publish them for wider organizational access.

Reference:

<https://learn.microsoft.com/en-us/microsoft-365-copilot/extensibility/agent-builder-share-manage-agents>

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#### NEW QUESTION: 17

You plan to use a notebook in Microsoft 365 Copilot. What is the purpose of a notebook?

- A. to create a transcript of a conversation that you can easily email to other users
- B. to provide a private location that can be used to organize reference materials across related conversations
- C. to generate a summary of all the interactions you had with Copilot during a specific conversation

**Answer: (SHOW ANSWER)**

In Microsoft 365 Copilot, a Notebook is a focused, AI-powered workspace designed to organize reference materials for specific projects or topics. It acts as a curated container where you can bring together various resources--such as Word documents, PDFs, PowerPoint decks, meeting notes, and even previous Copilot chats--into one location.

Reference:

<https://support.microsoft.com/en-us/topic/how-microsoft-365-copilot-notebooks-works-4071d73d-8bdd-478f-8968-8dc1d7c3d43e>

#### NEW QUESTION: 18

Which of the following is a typical use case for AI in marketing?

- A. Automating the management of human resources
- B. Personalizing advertisements based on customer behavior
- C. Generating financial forecasts
- D. Optimizing the physical supply chain

**Answer: B (LEAVE A REPLY)**

AI helps marketers understand customer preferences by analyzing browsing history, past purchases, and engagement. It uses this data to create targeted ads that are more likely to resonate with individual customers, increasing conversion rates.

#### NEW QUESTION: 19

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

**Answer: (SHOW ANSWER)**

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: 20

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. citations
- C. memory
- D. instructions

Answer: ([SHOW ANSWER](#))

#### NEW QUESTION: 21

What is a key challenge businesses face when implementing AI solutions?

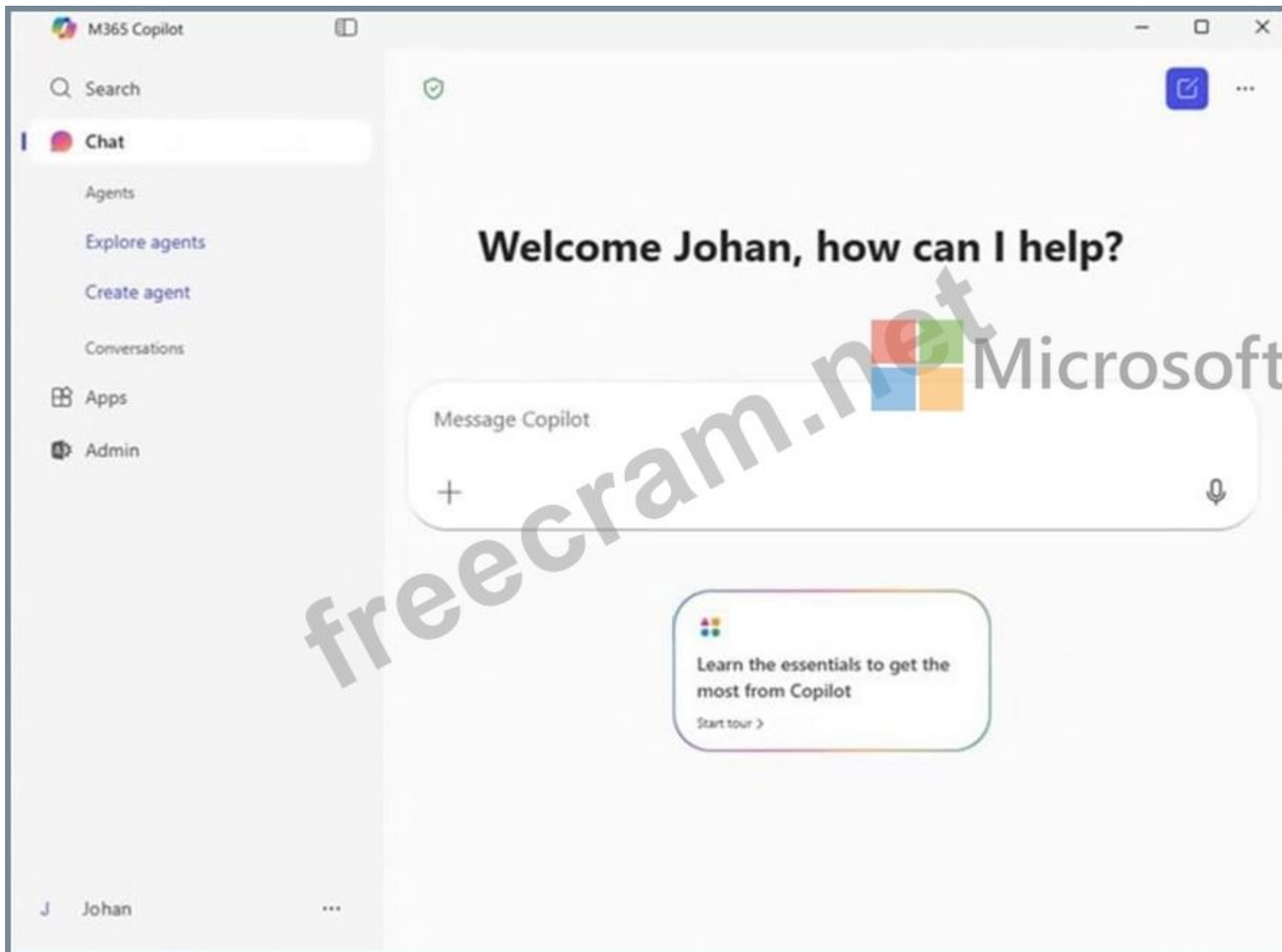
- A. AI requires no data to function
- B. Managing and processing large, high-quality datasets for training
- C. Making AI completely transparent
- D. AI can completely replace human workers

Answer: ([SHOW ANSWER](#))

AI systems rely on large amounts of high-quality data to function effectively. One of the biggest challenges is ensuring that data is clean, accurate, and relevant for the AI model, as poor data quality can lead to inaccurate results.

#### NEW QUESTION: 22

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.** Request a Microsoft 365 Copilot license from an administrator.
- B.** Select Explore agents and then search for Researcher.
- C.** Sign in to the Copilot app by using a personal account.
- D.** From Microsoft Edge, use your work account to sign in to <https://copilot.microsoft.com>.

**Answer:** ([SHOW ANSWER](#))

In the Microsoft 365 Copilot app, the Researcher agent is a specialized "reasoning agent" designed for deep, multi-step analysis rather than quick chat responses.

How to Access Researcher

1. Open the App: Sign into the Microsoft 365 Copilot app or open it from your Windows taskbar.
2. Locate Agents: In the left-hand navigation pane, look for the Agents section.

### 3. Select Researcher:

3a. If it is already listed, simply click Researcher to open the dedicated interface. [It is not listed here]

3b. If you don't see it, click All agents to open the Agent Store, then search for "Researcher" under the "Built by Microsoft" or "Productivity" categories.

4. Pin for Easy Access: Hover over the Researcher agent in the list, select the More (...) menu, and choose to pin it so it stays visible in your sidebar.

#### Requirements for Access

\*-> License: You must have a Microsoft 365 Copilot license. It is available for Business, Enterprise, and Premium subscribers.

Admin Enablement: If you still cannot find the agent, your IT administrator may need to enable it.

They can do this in the Microsoft 365 admin center by navigating to Copilot > Settings > Data access > Agents and ensuring access is set to "All Users" Reference:

<https://support.microsoft.com/en-us/topic/get-started-with-researcher-in-microsoft-365-copilot-e63ab760-f3de-4c47-ae87-dad601b0e9c4>

### NEW QUESTION: 23

Which of the following is a key capability of Natural Language Processing (NLP)?

- A. Predicting future trends based on historical data
- B. Analyzing and understanding human language in text or speech
- C. Optimizing the production line in a factory
- D. Detecting and preventing fraudulent transactions

**Answer: (SHOW ANSWER)**

NLP allows machines to read, understand, and generate human language, enabling AI systems to interact with users through text and speech. It's used in applications such as chatbots, sentiment analysis, and language translation.

### NEW QUESTION: 24

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

**Answer: (SHOW ANSWER)**

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: 25

Hotspot Question

From Microsoft 365 Copilot, you add custom instructions.

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                                                                                        | Yes                   | No                    |
|---------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| The instructions will apply to new chat conversations.                                            | <input type="radio"/> | <input type="radio"/> |
| The instructions will apply to new conversations with the Researcher agent and the Analyst agent. | <input type="radio"/> | <input type="radio"/> |
| The instructions will apply to previous responses in existing conversation.                       | <input type="radio"/> | <input type="radio"/> |

Answer:

Answer Area

| Statements                                                                                        | Yes                              | No                               |
|---------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|
| The instructions will apply to new chat conversations.                                            | <input checked="" type="radio"/> | <input type="radio"/>            |
| The instructions will apply to new conversations with the Researcher agent and the Analyst agent. | <input type="radio"/>            | <input checked="" type="radio"/> |
| The instructions will apply to previous responses in existing conversation.                       | <input type="radio"/>            | <input checked="" type="radio"/> |

Explanation:

Box 1: Yes

Yes - The instructions will apply to new chat conversations.

In Microsoft 365 Copilot, adding custom instructions allows you to define persistent rules for how the AI responds to your prompts. Once saved, these instructions automatically apply to all new chat conversations and any subsequent interactions within those chats.

Box 2: No

No - The instructions will apply to new conversations with Researcher agent and the Analyst.

In Microsoft 365 Copilot, custom instructions (personalization settings) apply to the standard Copilot Chat experience. However, their application to the Researcher and Analyst agents is more restricted:

No Direct Customization: You cannot currently modify the predefined logic, content, or "internal" instructions of the first-party Researcher agent through standard custom instruction settings.

Contextual Influence: While these global custom instructions (like tone or formatting preferences) are designed to apply across your "Copilot experience", the Researcher and Analyst agents are specialized tools with their own built-in reasoning and reporting structures that may override or ignore certain global formatting preferences in favor of their specific task-oriented output (e.g., source-cited reports).

Application Scope: Custom instructions primarily affect new conversations once they are saved and toggled "On". They do not apply retroactively to existing chat history.

Box 3: No

No - The instructions will apply to previous responses in existing conversation.

These instructions automatically apply to all new chat conversations and any subsequent interactions within those chats.

**NEW QUESTION: 26**

Hotspot Question

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 Area

Microsoft

freeexam.net

Prompt 1: Explain the differences between Contoso, Ltd, and Litware, Inc. Include sources and a table of the differences. Provide insights into why the differences exist.

The Analyst agent

Chat

The Researcher agent

Prompt 2: From /Sales\_2022.xlsx /Sales\_2023.xlsx /Sales\_2024.xlsx, create a pivot table of revenue by region and product, highlight MoM changes > 10%, and recommend 3 follow-up analyses.

The Analyst agent

Chat

The Researcher agent

Prompt 3: Generate a structured action plan from an ongoing meeting chat, grouping tasks by functional area, identifying owners where mentioned, and including any implied deadlines or dependencies.

The Analyst agent

Chat

The Researcher agent

Answer:

## Answer Area

**Prompt 1:** Explain the differences between Contoso, Ltd, and Litware, Inc. Include sources and a table of the differences. Provide insights into why the differences exist.

**Prompt 2:** From /Sales\_2022.xlsx /Sales\_2023.xlsx /Sales\_2024.xlsx, create a pivot table of revenue by region and product, highlight MoM changes > 10%, and recommend 3 follow-up analyses.

**Prompt 3:** Generate a structured action plan from an ongoing meeting chat, grouping tasks by functional area, identifying owners where mentioned, and including any implied deadlines or dependencies.

|                      |
|----------------------|
| The Analyst agent    |
| Chat                 |
| The Researcher agent |

|                      |
|----------------------|
| The Analyst agent    |
| Chat                 |
| The Researcher agent |

|                      |
|----------------------|
| The Analyst agent    |
| Chat                 |
| The Researcher agent |

Explanation:

Box 1: Researcher agent

Prompt 1: Explain the differences between Contoso, Ltd, and Litware, Inc. Include sources and a table of the differences. Provide insights into why the differences exist.

You should use the Researcher agent in Microsoft 365 Copilot.

The Researcher is designed for deep, multi-step research tasks that require analyzing information from both the web and internal company data to generate comprehensive reports, including structured tables and sourced insights.

Why Researcher Agent? It acts as a specialized assistant for complex, multi-step research projects. It is specifically built to aggregate information from various sources (web + internal), synthesize it, and present insights in a structured format. It is ideal for competitor analysis, market research, and understanding the "why" behind differences.

Box 2: Analyst agent

Prompt 2: From /Sales\_2022.xlsx From /Sales\_2023.xlsx From /Sales\_2024.xlsx, create a pivot table of revenue and product, highlight MoM changes > 10%, and recommend 3 follow-up analyses.

You should use the Analyst agent.

The Analyst agent is specifically designed for deep reasoning over structured data like Excel files.

Multi-file Analysis: It can consolidate and analyze data across multiple files (e.g., three years of sales) to identify trends and outliers.

Advanced Operations: It uses chain-of-thought reasoning and Python to perform complex calculations, such as Month-over-Month (MoM) percentage changes, which go beyond simple summaries.

Actionable Outputs: It specializes in generating visualizations, summaries, and recommending follow-up steps based on identified data patterns.

Box 3: Chat

Prompt 3: Generate a structured action plan from ongoing meeting chat, grouping tasks by functional area, identifying owners where mentioned, and including any implied deadlines and dependencies.

To get the most accurate and structured result for this specific request, you should use Chat (specifically the Microsoft 365 Copilot chat interface, often found in Teams or the M365 app).

Here is why Chat is the correct choice compared to the specialized agents:

Context Awareness: The standard Chat interface is designed to pull data across your "M365 Graph." It has the native ability to scan your recent Teams meeting transcripts and meeting chats.

Synthesis Skills: While the Analyst agent is great for Excel/data processing and the Researcher is best for web-based trends, the core Chat function is optimized for summarization and extraction from internal communication.

Task Identification: Copilot Chat is specifically trained to recognize "action-oriented" language (e.g., "I'll take care of that" or "Due by Friday") within a conversation.

**NEW QUESTION: 27**

Hotspot Question

Select the answer that correctly completes the sentence.

Answer Area

You are using Microsoft 365 Copilot during a Microsoft Teams meeting. After the meeting, you can only

if the meeting was transcribed.

schedule a follow-up meeting

create a summary of the meeting chat

identify content that was attached to the meeting

generate a recap of what was discussed during the meeting

Answer:

Answer Area

You are using Microsoft 365 Copilot during a Microsoft Teams meeting. After the meeting, you can only

if the meeting was transcribed.

schedule a follow-up meeting

create a summary of the meeting chat

identify content that was attached to the meeting

generate a recap of what was discussed during the meeting

Explanation:

Box: generate a recap of what was discussed during the meeting

You are using Microsoft 365 Copilot during a Microsoft Teams meeting. After the meeting, you can only \_\_\_\_\_ if the meeting was transcribed.

In Microsoft Teams, Microsoft 365 Copilot requires a meeting transcript to generate a post-meeting recap.

If you use Copilot without enabling transcription (the "Only during the meeting" mode), it provides real-time insights based on a temporary speech-to-text stream that is deleted as soon as the meeting ends.

#### Key Requirements for Post-Meeting Recaps

**Transcription is Essential:** To see a summary, action items, or ask Copilot questions in the Recap tab after the meeting, live transcription must have been turned on during the session.

**"During and After" Setting:** The meeting organizer must set the "Allow Copilot" option to During and after to ensure the necessary data is saved for later use.

**Persistence:** If transcription was only enabled for a portion of the meeting, Copilot can only recap the transcribed segment.

#### NEW QUESTION: 28

You are a marketing assistant preparing for a budget meeting with your manager.

You need to evaluate key spending and performance trends from the last year to understand which marketing channels deliver the best return on investment (ROI).

What should you use in Microsoft 365 Copilot to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. the Analyst agent
- B. Chat
- C. the Researcher agent
- D. a notebook

**Answer: (SHOW ANSWER)**

The Microsoft 365 Copilot Analyst agent can be used to evaluate key spending and performance trends from the last year to understand which marketing channels deliver the best return on investment (ROI) Reference:

<https://www.strategy365.co.uk/microsoft-copilot-researcher-analyst-agents-explained>

#### NEW QUESTION: 29

You use Microsoft 365 Copilot.

You need to delete all your conversations by using the least amount of effort.

What is the best approach to achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. the Microsoft 365 Copilot web app
- B. the My Account portal in Microsoft 365
- C. the Microsoft 365 Copilot desktop app
- D. the Settings app in Windows 11

**Answer: (SHOW ANSWER)**

You can delete your conversations in a few simple ways through the Microsoft 365 Copilot web app and account settings.

\*-> Deleting Your Entire Activity History

If you want a fresh start across all Microsoft 365 apps (Word, Excel, PowerPoint, etc.), you can clear your entire history at once:

1. Sign in to your Microsoft My Account portal with your work or school account.
2. Go to Settings & Privacy > Privacy > Data options.
3. Open the Copilot activity history section

Deleting Individual Conversations

- 1. Open the Web App: Navigate to the Microsoft 365 Copilot web app or copilot.microsoft.com.
- 2. Locate Your History: Look for the "Chat" or "Conversations" list, typically found on the left-hand sidebar.
- 3. Delete the Chat:
- 4. Hover over the conversation you want to remove.
- 5. Click the three dots (...) (More options) next to the conversation title.
- 6. Select Delete and confirm your choice.

Reference:

<https://support.microsoft.com/en-gb/topic/conversation-history-in-microsoft-copilot-9a07325a-0366-4c2d-82cb-dab61be8287c>

NEW QUESTION: 30

Hotspot Question

You run a prompt by using the Researcher agent in Microsoft 365 Copilot.  
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                                               | Yes                      | No                       |
|----------------------------------------------------------|--------------------------|--------------------------|
| You can continue the conversation in Copilot in Word.    | <input type="checkbox"/> | <input type="checkbox"/> |
| You can continue the conversation in Copilot for Teams.  | <input type="checkbox"/> | <input type="checkbox"/> |
| You can continue the conversation in Copilot in Outlook. | <input type="checkbox"/> | <input type="checkbox"/> |

Answer:

Answer Area

| Statements                                               | Yes                                 | No                       |
|----------------------------------------------------------|-------------------------------------|--------------------------|
| You can continue the conversation in Copilot in Word.    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| You can continue the conversation in Copilot for Teams.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| You can continue the conversation in Copilot in Outlook. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

NEW QUESTION: 31

In Microsoft 365 Copilot, you save a prompt.  
Which two actions can you perform for the saved prompt? Each correct answer presents a complete the solution.

NOTE: Each correct selection is worth one point.

- A. Modify the saved prompt text.
- B. Remove the saved prompt from the Copilot Prompt Gallery.
- C. Update the title of the saved prompt.
- D. Schedule the saved prompt to run daily.
- E. Share the saved prompt to a Microsoft Teams team.

**Answer:** ([SHOW ANSWER](#))

[B]

You can remove saved prompts from the Copilot Prompt Gallery (also known as Copilot Lab) by following these steps:

1. Access the Gallery: Open the Copilot Prompt Gallery by selecting View Prompts or Prompt Gallery within Microsoft 365 Copilot chat.
2. Locate Your Prompts: Navigate to the Your prompts tab to see your personal library of saved items.
3. Remove the Prompt:
  - 3a. Find the specific prompt tile you wish to delete.
  - 3b. Click the three-dot menu (...) or the Remove button associated with the prompt to delete it from your collection.
4. Manage Shared Prompts: If you have shared a prompt with a team, you can remove it by going to the Team prompts tab, selecting the relevant team, and choosing the Remove option.

[E]

Saved Microsoft 365 Copilot prompts can be shared directly to a Microsoft Teams team via the Prompt Gallery. By selecting the share icon on a saved prompt and choosing "share to team" the prompt becomes accessible to all team members under the "Team Prompts" tab in their own Prompt Gallery.

Steps to Share a Saved Prompt to a Team:

1. Open Prompt Gallery: Open the Copilot panel in Teams, Outlook, or M365 app.
2. Find Saved Prompt: Navigate to the "Your Prompts" (personal) tab.
3. Share to Team: Click the Share icon on the prompt, then select "Share to team".
4. Select Team: Choose the specific Microsoft Team you wish to share it with.
5. Confirm: Once shared, team members can access it under the "Team Prompts" section.

Supposed incorrect answers:

Yes, in Microsoft 365 Copilot, saving a prompt stores it in the Copilot Prompt Gallery under the "Your prompts" tab for future reuse. This allows you to quickly access, edit, or run customized, frequently used queries without retyping them, enhancing workflow efficiency.

Managing Your Saved Prompts

1. Access the Gallery: Go to the Copilot Prompt Gallery and select the Your prompts tab to see your collection.

[A, C] 2. Edit and Refine: Click on a prompt tile to view, edit, or run it. You can also modify Microsoft-curated prompts and save them as your own.

[D] Set a Schedule: To automate a prompt, hover over it in the chat interface and select the clock icon (Schedule this prompt).

Manage Schedules: Use the three-dot menu (...) in the Copilot Chat window and select Scheduled prompts to adjust the time, frequency, or turn them off.

Reference:

<https://support.microsoft.com/en-us/topic/managing-saved-prompts-for-uninstalled-agents- bc099d79-9f98-4b02-8400-ae3295919ab6>

<https://support.microsoft.com/en-us/topic/sharing-prompts-with-a-team-2fa7a228-8645-4dc4- beec-d75d6d0bc752>

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**NEW QUESTION: 32**

Hotspot Question

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

Microsoft 365 Copilot can use its own model knowledge to make the response of a prompt more specific.

Microsoft 365 Copilot can use business data that will provide additional context to make the response of a prompt more specific.

Microsoft 365 Copilot can use the latest information from the web that will provide additional context to make a prompt more specific.

Yes

No

☐

☐

☐

☐

☐

☐

**Answer:**

Answer Area

Statements

Microsoft 365 Copilot can use its own model knowledge to make the response of a prompt more specific.

Microsoft 365 Copilot can use business data that will provide additional context to make the response of a prompt more specific.

Microsoft 365 Copilot can use the latest information from the web that will provide additional context to make a prompt more specific.

Yes

No

☒

☐

☒

☐

☒

☐

Explanation:

Box 1: Yes

Yes - Microsoft 365 Copilot can use its own model knowledge to make the response of a prompt more specific.

Microsoft 365 Copilot utilizes its extensive internal model knowledge, in combination with grounding on your organization's data, to provide specific, relevant, and actionable responses.

While Copilot heavily leverages "grounding"--using Microsoft Graph to pull in your emails, chats, and documents--it also relies on the underlying Large Language Models (LLMs) to understand context, infer meaning, and fill in details.

Box 2: Yes

Yes - Microsoft 365 Copilot can use business data that will provide additional context to make the response of prompt more specific.

Microsoft 365 Copilot leverages your organization's business data to enhance the accuracy and relevance of its responses through a process called grounding. By connecting to the Microsoft Graph, Copilot can access, analyze, and synthesize information from your emails, chats, documents, calendar, and meetings.

Box 3: Yes

Yes - Microsoft 365 Copilot can use the latest information from the web that will provide additional context to make a prompt more specific.

Microsoft 365 Copilot uses web grounding to incorporate the latest information from the internet into its responses. This process allows Copilot to provide context that goes beyond its initial training data and your internal organizational files.

How Web Context Enhances Prompts

Real-Time Information: Copilot can access current events, such as latest news, regulatory shifts, or quarterly earnings, ensuring responses aren't limited by a training data cutoff.

Automated Search Queries: When a prompt requires external context, Copilot automatically generates a focused search query (using a few keywords) and sends it to the Bing Search service.

Direct URL Referencing: You can explicitly provide a web page URL in your prompt (e.g., "Summarize this article: [URL]") to force Copilot to extract and use information directly from that specific source.

Comprehensive Synthesis: In many scenarios, Copilot can combine this web data with your internal work data (from Microsoft Graph) to provide a unified answer that is both organization- specific and globally current.

**NEW QUESTION: 33**

Hotspot Question

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:

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:

Box: deleted immediately

If you start a temporary chat in Microsoft 365 Copilot, and then start a new chat, all the prompt and responses from the temporary chat will be\_\_\_\_\_ When using the Temporary Chat feature in Microsoft 365 Copilot, all prompts and responses from that session are designed to be

immediately discarded and not saved to your chat history once the session is closed or a new chat is initiated. This feature is specifically designed for sensitive or one-time, non-saved inquiries.

Key details about Temporary Chat in Copilot:

Privacy & Data: It ensures no data is stored in the chat history, making it ideal for testing prompts or sensitive questions.

Activation: It must be enabled via settings, specifically under personal settings, to be active during the session.

Alternative: If not using temporary chat, Microsoft 365 Copilot generally retains interaction history to allow users to pick up where they left off.

#### **NEW QUESTION: 34**

You are discussing Microsoft 365 Copilot with a colleague. The colleague asks which data Copilot uses to answer questions when using the Work scope. What should you tell your colleague?

- A.** Copilot provides responses based only on data that the user can access and the general knowledge that Copilot was trained on.
- B.** Copilot provides responses based on all the data in your organization's Microsoft 365 environment and the general knowledge that Copilot was trained on.
- C.** Copilot provides responses based only on data that the user can access.
- D.** Copilot provides responses based only on the general knowledge that Copilot was trained on.

**Answer:** ([SHOW ANSWER](#))

Microsoft 365 Copilot uses a combination of its general training data (the underlying Large Language Model) and your organization's data when operating in the "Work" scope. However, it is designed to prioritize your organizational data first, a process known as "grounding".

Here is how Microsoft 365 Copilot uses knowledge in the Work scope:

##### 1. Grounding in Your Data (Primary Source)

When you ask a question in the work scope (e.g., in Teams, Outlook, or via the M365 app), Copilot uses Retrieval Augmented Generation (RAG) to "ground" its answer in your organization's data via Microsoft Graph.

What it accesses: Files, emails, chats, calendars, and contacts that you have permission to view.

Purpose: To provide accurate, personalized, and context-specific answers rather than generic ones.

##### 2. General Knowledge (Fallback Source)

If Copilot cannot find relevant information within your organizational data to answer your prompt, it may use its underlying training data to provide a response.

This is typically used for broader, conceptual, or general knowledge questions that are not specific to your company's documents or communications.

Reference:

<https://support.microsoft.com/en-us/topic/what-information-does-copilot-use-to-answer-my-prompt-934f537d-ff7d-4059-9fec-a751e4651307>

#### **NEW QUESTION: 35**

What is the purpose of predictive analytics in business?

- A.** To automate business workflows
- B.** To predict future events based on historical data
- C.** To control supply chain logistics in real time
- D.** To generate random forecasts for uncertainty analysis

**Answer:** ([SHOW ANSWER](#))

Predictive analytics uses historical data, machine learning algorithms, and statistical techniques to make predictions about future trends. This helps businesses anticipate demand, customer behavior, and other important factors to guide decision-making.

NEW QUESTION: 36

Hotspot Question

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365, you 

cannot modify the settings of  
can modify the agent instructions of  
can add an additional suggested prompt to  
can delete one of the suggested prompts from

 the Researcher agent.

Answer:

Answer Area

From Microsoft 365, you 

cannot modify the settings of  
can modify the agent instructions of  
can add an additional suggested prompt to  
can delete one of the suggested prompts from

 the Researcher agent.

NEW QUESTION: 37

Hotspot Question

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

Microsoft

| Statements                                                                                                                                                                          | Yes                   | No                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| From the Microsoft 365 Copilot desktop app, you can see only the last 20 conversations.                                                                                             | <input type="radio"/> | <input type="radio"/> |
| From the Microsoft 365 Copilot desktop app, you can hide conversations, but you cannot delete them.                                                                                 | <input type="radio"/> | <input type="radio"/> |
| If you start a conversation in the Microsoft 365 Copilot desktop app, you can continue the conversation when you sign in to Copilot by using a web browser on a different computer. | <input type="radio"/> | <input type="radio"/> |

Answer:

#### Answer Area

##### Statements

From the Microsoft 365 Copilot desktop app, you can see only the last 20 conversations.

Yes

☐

No

☒

From the Microsoft 365 Copilot desktop app, you can hide conversations, but you cannot delete them.

☐☒

If you start a conversation in the Microsoft 365 Copilot desktop app, you can continue the conversation when you sign in to Copilot by using a web browser on a different computer.

☒☐

#### NEW QUESTION: 38

You have a Microsoft 365 Copilot license.

You are preparing a business presentation by using Copilot in PowerPoint.

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

NOTE: Each correct selection is worth one point.

- A. Insert a custom animation for a specific object on a slide.
- B. Create a slide layout based on the content of your presentation.
- C. Customize the design theme of your presentation to match your company's branding.
- D. Produce a summary slide based on the key points in your presentation.

**Answer:** ([SHOW ANSWER](#))

[B]

With a Microsoft 365 Copilot license, users can leverage AI in PowerPoint to automatically create, restructure, and design slide layouts based on prompt-driven content or existing documents.

Copilot generates tailored, visually appealing slides, adds images, creates outlines, and maintains consistent, professional formatting.

Key capabilities of Copilot in PowerPoint include:

Content Creation: Generate full presentations or individual slides from text prompts, or by summarizing Word documents and PDFs.

\*-> Layout and Design: Automatically suggest and apply, appropriate layouts, themes, and visual elements, such as SmartArt or images.

Editing and Refinement: Rewrite, restructure, and reformat existing slides to improve narrative flow.

File Transformation: Convert, for example, a project proposal document directly into a structured slide deck.

Efficiency Features: Summarize presentations, generate speaker notes, and translate content while preserving formatting.

[D] Microsoft 365 Copilot in PowerPoint (requires a license) can instantly generate a summary slide, action items, or a high-level overview by analyzing up to 40,000 words in your presentation.

By selecting the Copilot button on the Home tab and prompting it, users can instantly distill, reorganize, or summarize long, complex, or newly created decks.

Key Capabilities of Copilot in PowerPoint for Summarization:

\*-> Generate Summary Slide: Use prompts like "Summarize this presentation" or "Summarize this presentation as a high-level overview" in the Copilot pane to create a summary slide based on key points.

Identify Action Items: Copilot can pinpoint key takeaways and necessary actions from the deck.

Tailor for Audience: Ask Copilot to customize the summary for specific audiences, such as executives.

Contextual Analysis: Copilot reviews all slides, notes, and content to provide a concise, structured overview.

Source Citations: Copilot provides references to indicate where it pulled information from in the presentation.

Easy Copy/Paste: Summaries can be easily copied to the clipboard for use in emails or other documents.

Incorrect:

[Not C]

While Microsoft 365 Copilot is incredibly powerful for generating content and layouts, its ability to "create" or "customize" a brand-new design theme from scratch is currently limited.

Here is the breakdown of how Copilot interacts with company branding:

1. It Uses Your Existing Templates

Copilot cannot invent your brand colors or logos out of thin air. Instead, it works best when you start with a branded template.

2. It Doesn't "Design" the Theme

You cannot currently give Copilot a command like "Change the theme to match our company's blue and orange hex codes" if those aren't already in the slide master. You still need a human (or a designer) to set up the Slide Master first.

Reference:

<https://www.mauriziolacava.com/en/microsoft-copilot-powerpoint-guide/>

<https://support.microsoft.com/en-us/office/summarize-your-presentation-with-copilot-in-powerpoint-499e604c-4ab9-4f6a-9dbe-691cc87f2f69>

NEW QUESTION: 39

Hotspot Question

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                                                                                                                                                 | Yes                   | No                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| Microsoft 365 Copilot uses contextual information from your organization to suggest prompts.                                                               | <input type="radio"/> | <input type="radio"/> |
| Microsoft 365 Copilot can use contextual information from your organization to train the large language model. (LLM).                                      | <input type="radio"/> | <input type="radio"/> |
| Microsoft 365 Copilot uses contextual information from your organization to augment a prompt, before sending the prompt to the large language model (LLM). | <input type="radio"/> | <input type="radio"/> |

Answer:

Answer Area

 Microsoft

| Statements                                                                                                                                                 | Yes                              | No                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|
| Microsoft 365 Copilot uses contextual information from your organization to suggest prompts.                                                               | <input checked="" type="radio"/> | <input type="radio"/>            |
| Microsoft 365 Copilot can use contextual information from your organization to train the large language model. (LLM).                                      | <input type="radio"/>            | <input checked="" type="radio"/> |
| Microsoft 365 Copilot uses contextual information from your organization to augment a prompt, before sending the prompt to the large language model (LLM). | <input checked="" type="radio"/> | <input type="radio"/>            |

Explanation:

Box 1: Yes

Yes - Microsoft 365 Copilot uses contextual information from your organization to suggest prompts.

Microsoft 365 Copilot leverages contextual information from your organization to suggest relevant prompts, a process aimed at improving productivity by reducing the need to search for information. This feature, often enhanced by Context IQ, scans your recent activity—including emails, calendar meetings, chats, and documents—to provide personalized, tailored suggestions.

Box 2: No

No - Microsoft 365 Copilot can use contextual information from your organization to train the large language model (LLM).

How Microsoft 365 Copilot actually uses organizational data:

\*-> No Training on Customer Data: Customer data, including prompts, responses, and data accessed through Microsoft Graph (emails, chats, documents, etc.), is not used to train the underlying foundation LLMs that power Copilot.

Grounding (Contextual Use): Copilot uses organizational context to "ground" responses. It retrieves relevant data in real-time via Microsoft Graph to ensure answers are accurate and tailored to your organization.

Box 3: Yes

Yes - Microsoft 365 Copilot uses contextual information from your organization to suggest augment a prompt, before sending the prompt to the large language model (LLM).

It uses a process called grounding to improve the relevance and accuracy of its responses by connecting to your organization's data via the Microsoft Graph.

Instead of just relying on the general knowledge of a Large Language Model (LLM), Copilot acts as an intermediary, augmenting your prompt with real-time organizational context before the LLM processes it.

#### NEW QUESTION: 40

You are creating a custom agent in the Microsoft 365 Copilot app for the marketing team at your company. The agent will be used to produce marketing collateral, including copy, logos and artwork.

What should you add to the agent? More than one answer choice may achieve the goal.

Select the BEST answer.

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

**Answer: (SHOW ANSWER)**

To create a custom marketing agent in Microsoft 365 Copilot that handles both copywriting and visual assets (logos and artwork), follow these steps to set up the agent and enable the image generation capability:

##### 1. Build the Marketing Agent

You can build this agent using the Microsoft Copilot Studio or the Agent Builder directly within the Microsoft 365 Copilot app.

Define Purpose: Use the Describe tab to tell the builder what the agent is for (e.g., "A marketing assistant that drafts social media copy, blog posts, and creates brand-consistent logos and artwork").

Set the Tone: Instruct the agent to follow specific brand guidelines, such as being "professional yet creative" or "energetic and modern".

Add Knowledge: Upload your brand kit, past successful campaigns, or style guides as Knowledge Sources to ensure the generated copy and visuals align with your existing branding.

##### \*-> 2. Enable the Image Generator

To allow the agent to produce logos and artwork, you must explicitly enable the image generation capability in the agent's settings.

Via Agent Builder: Go to the Configure tab of your agent.

Toggle Capability: Scroll to the Capabilities section and toggle the switch next to Create images.

**Answer:**

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

the Configure tab

a Copilot notebook

a Copilot page

the Describe tab



Explanation:

Box: the Configure tab

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build agent by using \_\_\_\_\_.

In Microsoft 365 Copilot's Agent Builder, the Configure tab allows you to manually refine and extend the agent you may have initially described using natural language. While the Describe tab uses generative AI to build the agent's core identity through a conversational interface, the Configure tab is where you finalize the agent's behavior and specialized capabilities.

Key actions you can take on the Configure tab include:

Refine Core Identity: Manually edit the agent's name, description, and primary instructions to ensure specific tone and behavior.

Add Knowledge Sources: Connect the agent to specific data such as SharePoint sites, OneDrive, or public websites to ground its responses in your organization's data.

\*-> Enable Generative Capabilities: Toggle advanced AI features like Code Interpreter (for data analysis and math) and Image Generator.

Manage Suggested Prompts: Add or delete the initial prompts that appear when a user first interacts with the agent to guide their experience.

Visual Customization: Upload a custom icon (in PNG format) to represent your agent in the interface.

NEW QUESTION: 43

Hotspot Question

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                                                                                                                           | Yes                   | No                    |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| Agents that you create in the Microsoft 365 Copilot app are shared automatically with users in your organization.                    | <input type="radio"/> | <input type="radio"/> |
| If you create an agent in the Microsoft 365 Copilot app, you can interact with the agent by using Microsoft Teams.                   | <input type="radio"/> | <input type="radio"/> |
| If you create an agent in the Microsoft 365 Copilot app and share the agent with a user, the user can modify the agent instructions. | <input type="radio"/> | <input type="radio"/> |



Answer:

| Answer Area                                                                                                                          |  | Microsoft                        |                                  |
|--------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------|----------------------------------|
| Statements                                                                                                                           |  | Yes                              | No                               |
| Agents that you create in the Microsoft 365 Copilot app are shared automatically with users in your organization.                    |  | <input type="radio"/>            | <input checked="" type="radio"/> |
| If you create an agent in the Microsoft 365 Copilot app, you can interact with the agent by using Microsoft Teams.                   |  | <input checked="" type="radio"/> | <input type="radio"/>            |
| If you create an agent in the Microsoft 365 Copilot app and share the agent with a user, the user can modify the agent instructions. |  | <input type="radio"/>            | <input checked="" type="radio"/> |

#### NEW QUESTION: 44

Hotspot Question

Select the answer that correctly completes the sentence.

| Answer Area                                                 |                                                                                                                                                                                          |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You are creating an agent in the Microsoft 365 Copilot app. |                                                                                                                                                                                          |
| The agent persona must be warm and friendly.                |                                                                                                                                                                                          |
| To set the persona, you should modify the                   | <div> <div>Microsoft</div> <div> <input type="text"/> <div> <div>capabilities.</div> <div>description.</div> <div>instructions.</div> <div>suggested prompts.</div> </div> </div> </div> |

Answer:

| Answer Area                                                 |                                                                                                                                                                                          |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You are creating an agent in the Microsoft 365 Copilot app. |                                                                                                                                                                                          |
| The agent persona must be warm and friendly.                |                                                                                                                                                                                          |
| To set the persona, you should modify the                   | <div> <div>Microsoft</div> <div> <input type="text"/> <div> <div>capabilities.</div> <div>description.</div> <div>instructions.</div> <div>suggested prompts.</div> </div> </div> </div> |

#### NEW QUESTION: 45

You attend many Microsoft Teams meetings.

You want to ensure that you can catch up on key points and next steps after each meeting.

Which Microsoft 365 Copilot feature should you use after the meetings?

A. Recap

B. Meeting Whiteboard

C. Meeting info

D. Thread summaries

**Answer:** ([SHOW ANSWER](#))

The Microsoft 365 Copilot feature in Teams that allows you to catch up on key points and next steps after a meeting is Intelligent Recap. It provides AI-powered insights, including automatic meeting notes, AI-recommended tasks, and personalized highlights (such as when your name was mentioned) within the Recap tab.

Key capabilities of this feature include:

\*-> AI Meeting Notes: Summarizes key discussions and action items.

\*-> Follow-up Tasks: Automatically generates tasks synced with Planner and To-Do.

Personalized Timeline Markers: Shows when you joined, left, or were mentioned.

Chapters and Topics: Divides the meeting into segments for easier review.

Post-Meeting Chat: Allows asking questions about what was discussed after the meeting concludes.

This feature requires a Microsoft 365 Copilot license and for transcription to be enabled.

Reference:

<https://learn.microsoft.com/en-us/microsoftteams/intelligent-recap-calls-meetings>

#### **NEW QUESTION: 46**

Which of the following AI applications helps personalize customer experiences?

A. Customer segmentation models

B. Fraud detection systems

C. Automated financial reporting

D. IT infrastructure monitoring tools

**Answer:** ([SHOW ANSWER](#))

AI-powered customer segmentation models analyze customer data to group customers based on similar behaviors, preferences, or characteristics.

This allows businesses to offer personalized services, products, or marketing campaigns.

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#### **NEW QUESTION: 47**

What does "AI bias" refer to?

A. AI systems can only make biased decisions

B. AI systems make decisions that are influenced by unintentional biases in data

C. AI systems are immune to human errors

D. AI systems only function correctly if they're trained with biased data

**Answer:** ([SHOW ANSWER](#))

AI bias occurs when the AI system produces results that are skewed due to biased data, training models, or algorithms. This is a significant ethical issue in AI and can affect outcomes in areas like recruitment, lending, and criminal justice.

#### **NEW QUESTION: 48**

You use Microsoft 365 Copilot.

You regularly upload the same five files to Copilot chats.

You need to simplify referencing the files in the chats.

What are two ways to achieve the goal? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

**A.** Create an agent that has a knowledge source.

**B.** Send a prompt that includes the files, and then save the prompt.

**C.** Create a notebook that references the files.

**D.** Ask the data engineers to create a fine-tuned model.

**E.** Zip the documents and upload the ZIP file to the chats.

**Answer:** ([SHOW ANSWER](#))

[B]

You can streamline your workflow in Microsoft 365 Copilot by saving complex prompts that reference a specific set of files, allowing for easy reuse without re-uploading or re-linking them each time.

Here is how to save and reuse prompts with referenced files:

How to Save a Prompt with Files

1. Start a Chat: Open Microsoft 365 Chat (in Teams, browser, or M365 app).
2. Reference Files: Use the "Reference a file" button or type "/" followed by the file names to attach your documents (up to 5 items in chat, or up to 20 in Notebooks).
3. Create and Run Prompt: Type your detailed prompt (e.g., "Summarize the key points in /ProjectPlan and /BudgetDoc and create a risk log").
4. Save the Prompt: After Copilot responds, hover over your prompt text and click the Bookmark (Save prompt) icon.
5. Name and Save: Give the prompt a recognizable title (e.g., "Weekly Project Status") in the prompt gallery.

[C]

Use Copilot Notebooks for Project Collections

For ongoing work, Copilot Notebooks act as a persistent workspace where your references stay attached across sessions.

Setup: Create a notebook and add your set of files once via the References tab.

Benefit: You can reference up to 100 files for grounding, though only the first 100 are used for active reasoning.

Reference:

<https://support.microsoft.com/en-us/topic/how-to-save-prompts-55373730-2627-46a5-b0d8-772abe22dba4>

#### **NEW QUESTION: 49**

What is the purpose of a recommendation system in AI?

**A.** To forecast sales figures based on historical data

**B.** To suggest products, content, or services based on user preferences

**C.** To detect fraudulent transactions

D. To optimize supply chain operations

Answer: (SHOW ANSWER)

Recommendation systems use algorithms to analyze past behaviors and preferences to suggest products, services, or content that users are likely to be interested in. Commonly used by e- commerce sites, streaming platforms, and digital content providers.

NEW QUESTION: 50

You join an internal Microsoft Teams meeting late and want to catch up on what you missed. The meeting is being recorded.  
You need to summarize the portion of the meeting that you missed as soon as possible.  
What is the best approach to achieve the goal? More than one answer choice may achieve the goal.  
Select the BEST answer.

- A. From the Teams app, ask Copilot in Teams to summarize what you missed so far.
- B. From the meeting, read the transcript.
- C. From the Microsoft 365 Copilot app, ask Copilot to tell you what you missed.
- D. From the Teams app, view the intelligent recap.

Answer: (SHOW ANSWER)

To quickly summarize a missed portion of a recorded Microsoft Teams meeting, open the meeting chat or calendar entry in the Teams app and select the Recap tab to view the Intelligent Recap. This AI-powered feature provides automated notes, key discussion topics, action items, speaker timelines, and chapter markers to efficiently catch up.

Reference:

<https://support.microsoft.com/en-us/office/recap-in-microsoft-teams-c2e3a0fe-504f-4b2c-bf85-504938f110ef>

NEW QUESTION: 51

Hotspot Question

What are two limitations of prompt scheduling in Microsoft 365 Copilot? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

Answer Area

You can schedule the prompt to run as often as:

|               |
|---------------|
| Once per hour |
| Once per day  |
| Once per week |

The maximum number of times that a scheduled prompt can run is:

|           |
|-----------|
| 15 times  |
| 365 times |
| Unlimited |



Answer:

Answer Area

Microsoft

You can schedule the prompt to run as often as:

Once per hour  
Once per day  
Once per week

The maximum number of times that a scheduled prompt can run is:

15 times  
365 times  
Unlimited

Explanation:

Box 1: Once per day

You can schedule the prompt to run as often as:

In Microsoft 365 Copilot, you can schedule prompts with the following frequency and run limits:

Recurring Frequencies: You can set prompts to run daily, weekly, or monthly.

Run Limit: A single scheduled prompt can run for a maximum of 15 iterations. Once this limit is reached, the schedule stops, and you must manually restart or recreate it.

Active Prompts Limit: Users are typically limited to having 10 active scheduled prompts at any given time.

Box 2: 15 times

The maximum number of times that a schedule prompt can run is

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