



Microsoft

AB-730

AI Business Professional

v6.0

DEMO QUESTIONS

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Question 1. (Single Select)

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

Answer: C

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 references to relevant files, meetings, emails, or documents stored in Microsoft 365. This reduces hallucinations and ensures factual alignment with organizational data.

Option A is incorrect because relying on training data increases the risk of inaccurate or fabricated information. Options B and D improve prompt clarity but do not guarantee grounding in the proposal itself. Therefore, explicitly referencing the proposal content is the most reliable and best practice method for ensuring grounded, accurate responses in Microsoft 365 Copilot.

Question 2. (Multi Select)

You plan to summarize a proposal for a partnership between your company and another company.

You need to use Microsoft 365 Copilot to summarize the information in the proposal as a bulleted list of

three to five key points for a project kickoff meeting. Each bullet point must be concise and simply worded.

Which two details should you include in the prompt?

- A: profiles of both companies generated by using the Researcher agent
- B: concise instructions for what to do with the proposal
- C: a list of contact details for key stakeholders of the partnership
- D: a specific knowledge source to ground the response

Answer: B, D

Explanation:

Effective prompting in Microsoft 365 Copilot requires two critical components: clear instructions and grounding in authoritative content. Microsoft guidance emphasizes that prompts should explicitly state the desired output format, tone, length, and purpose. In this case, specifying “a bulleted list of three to five concise, simply worded key points” represents concise instructions, making option B essential. Additionally, grounding the response in a specific knowledge source—such as attaching or referencing the proposal document—ensures factual accuracy and reduces hallucination. Option D ensures Copilot uses the actual proposal content rather than relying on generalized model knowledge. Profiles and stakeholder contact details are unrelated to summarization requirements. Therefore, the correct selections are B and D.

=====

Question 3. (HOTSPOT)

For each of the following statements, select Yes if the statement is true. Otherwise, select No.

NOTE: Each correct selection is worth one point.

Answer Area

Statements

You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent.

Yes

No

You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent.

You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent.

Answer:

Answer Area

Statements

You can add a Microsoft Teams chat as a knowledge source to a Microsoft 365 Copilot agent.

Yes

No

You can add a Microsoft 365 Copilot conversation as a knowledge source to a Copilot agent.

You can use an image file, such as a JPG file, as a knowledge source for a Microsoft 365 Copilot agent.

Question 4. (HOTSPOT)

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

You can continue the conversation in Copilot in Word.

Yes

No

You can continue the conversation in Copilot for Teams.

You can continue the conversation in Copilot in Outlook.

Answer:

Answer Area

Statements

- You can continue the conversation in Copilot in Word.
- You can continue the conversation in Copilot for Teams.
- You can continue the conversation in Copilot in Outlook.

Yes	No
<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>

Question 5. (HOTSPOT)

For each of the following statements, select Yes if the statement is true. Otherwise, select No. NOTE: Each correct selection is worth one point.

Answer Area

Statements

- You can review the Microsoft 365 Copilot activity history from the My Account portal.
- When you delete the Microsoft 365 Copilot activity history, you also immediately delete all the associated notebooks and pages.
- Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.

Yes	No
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

Answer:

Answer Area

Statements

- You can review the Microsoft 365 Copilot activity history from the My Account portal.
- When you delete the Microsoft 365 Copilot activity history, you also immediately delete all the associated notebooks and pages.
- Users can delete their entire Microsoft 365 Copilot activity history, including their prompts and the responses Copilot returns.

Yes	No
<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>

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