
Exam : AB-730

Title : AI Business Professional

Version : DEMO

1.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: B

Explanation:

When you add a file to a Microsoft 365 Copilot notebook from a Microsoft SharePoint site, you are referencing a document that is stored and managed within Microsoft 365. SharePoint maintains a single authoritative file that can be updated over time (with version history behind the scenes). Copilot notebooks that reference SharePoint content are designed to stay grounded in the current version of that cloud-hosted document, subject to your permissions.

Because Process.docx is stored in SharePoint, the notebook reference points to the SharePoint document itself rather than a static local snapshot. When another user updates the document in SharePoint, the “latest” content becomes the current version available at that location. When you chat in the notebook, Copilot will use the file as it exists now in SharePoint, which means it will reference the most recent version.

Option A would be typical only if you attached a local file upload (a static copy) rather than a SharePoint-hosted file.

Option C is incorrect because Copilot uses the current file at the referenced location, not multiple historical versions simultaneously.

Therefore, the chat will reference the most recent version of Process.docx.

2.HOTSPOT

You have a Microsoft 365 subscription.

You do NOT have a Microsoft 365 Copilot license.

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 Chat lets you upload documents from your local computer.	☐	☐
Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.	☐	☐
Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.	☐	☐

Answer:

Answer Area

Statements	Yes	No
Microsoft 365 Copilot Chat lets you upload documents from your local computer.	☒	☐
Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.	☒	☐
Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.	☐	☒

Explanation:

Microsoft 365 Copilot Chat is included at no additional cost for users with qualifying Microsoft 365 subscriptions such as Business Basic, Business Standard, Business Premium, E3, and E5. Therefore, users without a Microsoft 365 Copilot add-on license can still access Copilot Chat.

Copilot Chat allows users to upload documents from their local device within a session for summarization, analysis, and drafting assistance. However, advanced enterprise-integrated features—such as creating agents that access organizational SharePoint folders—require a Microsoft 365 Copilot license.

Agent creation and enterprise data grounding leverage Microsoft Graph integration and are considered premium Copilot capabilities tied to licensed Copilot services.

This distinction reflects Microsoft's licensing model: baseline AI chat access is included with qualifying subscriptions, while deep Microsoft 365 app integration and enterprise data agents require the additional Copilot license.

3. You use Microsoft 365 Copilot to generate a training plan.

You need to check if there are any existing training plans in your organization that are similar to the new training plan.

What should you use in Copilot?

- A. Search
- B. Designer
- C. Apps
- D. Pages

Answer: A

Explanation:

Microsoft 365 Copilot integrates with Microsoft Search to help users discover relevant content across their organization's Microsoft 365 data estate, including SharePoint, OneDrive, Teams, and Exchange. When the objective is to determine whether similar training plans already exist, the appropriate action is to perform a search across organizational content.

Using Search allows Copilot to query indexed enterprise documents and return files, plans, or related materials that the user has permission to access. This supports content reuse, avoids duplication of work, and aligns with Microsoft's guidance on leveraging organizational knowledge efficiently.

Designer is focused on visual content creation, Apps provides access to Microsoft 365 applications, and Pages is used for creating and organizing content within Copilot. None of these options are intended for discovering existing documents across the tenant.

Therefore, to identify similar existing training plans within your organization, the correct tool to use in

Copilot is Search.

4. 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: D

Explanation:

When Microsoft 365 Copilot cannot access a referenced file, it may return a message indicating that the file is empty, corrupted, or cannot be processed. In many cases, this message appears when the user does not have sufficient permissions to open the file in SharePoint, OneDrive, or another Microsoft 365 location.

Copilot operates within the Microsoft Graph security boundary and strictly respects user permissions. If a saved prompt references File.docx but the user no longer has access to it—due to permission changes, file relocation, or removal—Copilot cannot retrieve the content for grounding. As a result, it cannot analyze or summarize the file and returns a processing-related error.

Not scheduling the prompt is unrelated to file processing. Running from a web or desktop app does not affect file readability. Using a different agent does not typically cause a file-format processing error.

Therefore, the most likely cause is that you do not have access to the file.

5. 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.