



Free Microsoft AB-730 Practice Questions

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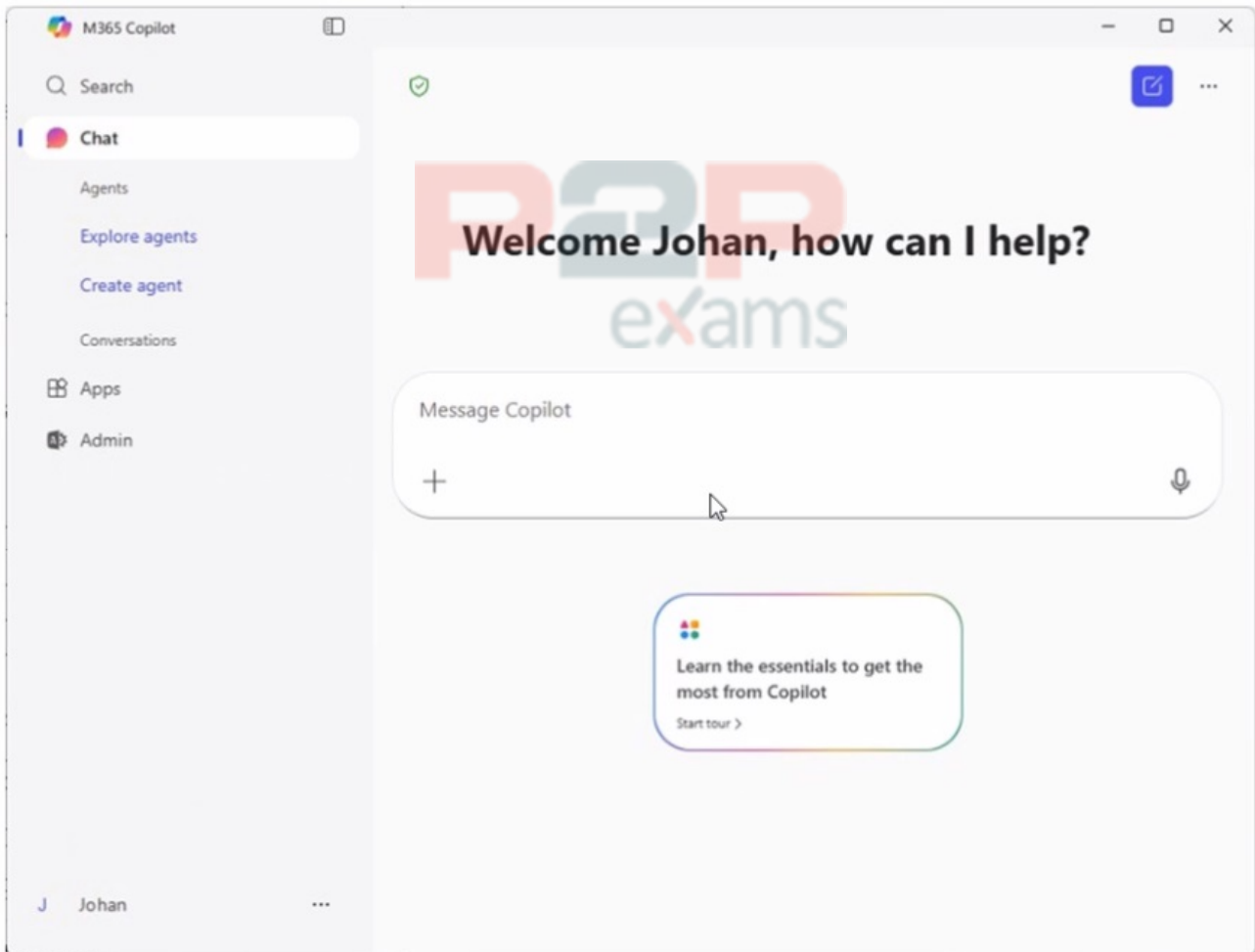
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Question 1

Question Type: MultipleChoice

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?

Options:

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

Answer:

B

Explanation:

In Microsoft 365 Copilot, agents such as Researcher are accessed through the Agents experience within the Copilot app. If the user interface does not immediately display a specific agent, the correct action is to browse or search the available agents catalog. The exhibit shows the left navigation pane with an Explore agents option.

According to Microsoft AI Business Professional guidance, built-in and custom agents can be discovered and enabled through the Explore agents section. If the user already has the appropriate Copilot license and is signed in with their work account, there is no need to switch accounts or request another license.

Signing in through a browser does not change feature availability, and using a personal account would remove access to organizational features. Therefore, to access the Researcher agent, you should select Explore agents and search for Researcher.

Question 2

Question Type: MultipleChoice

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?

Options:

- 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.

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Question 3

Question Type: MultipleChoice

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?

Options:

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

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Answer:

A

Explanation:

When building a custom analytics agent in Microsoft 365 Copilot that must process structured data from Excel files, advanced analytical capabilities are required. According to Microsoft AI

Business Professional guidance, tasks such as performing mathematical calculations, generating aggregations, creating charts, and conducting structured data analysis require programmatic execution capabilities rather than simple text generation.

A code interpreter enables the agent to run Python-based analytical operations in a secure execution environment. This allows the agent to manipulate datasets, compute totals and averages, perform grouping and filtering, and generate visualizations such as bar charts or line graphs based on the Excel data. The interpreter bridges the gap between natural language instructions and executable analytical logic.

An image generator is designed for creative visual content and is unrelated to structured data analytics. Suggested prompts and templates improve usability and consistency but do not provide computational or visualization capabilities.

Therefore, to enable mathematical operations, aggregation, data analysis, and visualization of Excel sales data, the correct component to add to the agent is a code interpreter.

Question 4

Question Type: MultipleChoice

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.

Options:

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

Answer:

A

Explanation:

Evaluating spend and performance trends and determining ROI is a structured analytics task. In

Microsoft 365 Copilot, the Analyst agent is designed for quantitative analysis workflows: it can interpret tables, analyze datasets, identify trends over time, calculate metrics (such as ROI), and present results clearly (often including charts or summarized insights). This makes it the best fit when your goal is to compare marketing channels and understand which ones are delivering the strongest return based on last year's data.

Chat (Option B) can help you brainstorm questions or explain results, but it is not purpose-built for deep numeric analysis. The Researcher agent (Option C) is optimized for gathering and synthesizing information from sources and producing research-style outputs, not performing ROI calculations on internal performance data. A notebook (Option D) is useful for organizing files and keeping shared reference material across related conversations, but it does not itself perform the analysis--you would still need an analysis-capable agent.



Question 5

Question Type: MultipleChoice

A colleague from another company shares a link to a prompt.

When you select the link, you receive the following response: "Prompt not found. Sorry, it looks like the prompt is no longer available."

What is a possible cause of the response?

Options:

- A- The prompt is a scheduled prompt.
- B- The prompt contains a reference to a file that you do NOT have access to.
- C- The prompt is outdated.
- D- The prompt contains a file that has a sensitivity label applied.
- E- The prompt is outside of your organization.

Answer:

E

Explanation:

Microsoft 365 Copilot operates within the security, compliance, and identity boundaries of a Microsoft 365 tenant. Shared prompts, prompt links, and Copilot artifacts are governed by organizational access controls and tenant isolation. If a prompt is created and shared from outside your organization, cross-tenant access may not be supported depending on the sharing configuration and administrative policies.

When a user attempts to open a prompt that resides in another organization's tenant without proper cross-tenant sharing permissions, Copilot cannot locate or validate the resource within the user's own environment. As a result, the system displays a "Prompt not found" message.

Option B would typically result in an access or permissions error rather than the prompt being unavailable entirely. Sensitivity labels and scheduled prompts do not inherently cause a "not found" error. Therefore, the most likely cause is that the prompt exists outside your organization's tenant boundary and is not accessible to you.

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Question 6

Question Type: MultipleChoice

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?

Options:

- 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.

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Question 7

Question Type: MultipleChoice

You have an open Microsoft 365 Copilot conversation.

You need to chat with an agent named Agent1 during the conversation.

What should you enter to call Agent1?

Options:

- A- [Agent1]
- B- #Agent1
- C- /Agent1
- D- @Agent1

Answer:

D

Explanation:

In Microsoft 365 experiences, the standard way to invoke or reference people and specific resources in-context is by using the @mention pattern. Microsoft 365 Copilot extends this familiar interaction model to agents: when you want to switch to, invoke, or direct a question to a specific agent from within an existing Copilot conversation, you use @ followed by the agent's name. This makes the agent selection explicit and reduces ambiguity about which assistant or capability you want to use for the next turn.

The other syntaxes listed are commonly associated with different systems: square brackets are not used for agent invocation, hashtags are typically used for topics/tags, and slash commands are used in some chat applications for command execution---but they are not the standard

method for calling a Copilot agent in Microsoft 365 Copilot Chat.

Question 8

Question Type: MultipleChoice

You use Microsoft 365 Copilot to create a proposal in Microsoft Word based on a document in a Microsoft SharePoint library.

You need to ensure that the information cited in the proposal is accurate.

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

Options:

- A- Manually verify the citations in the generated content.
- B- Use Copilot in Word to verify the citations.
- C- Create an agent that contains your organization's editorial standards and use the agent to verify the citations.
- D- Create a notebook that contains all the reference material and use the notebook to verify the citations.

Answer:

A

Explanation:

To ensure cited information is accurate, Microsoft's AI guidance emphasizes human verification of AI-generated outputs, especially when the content will be used in formal business documents. Even when Copilot grounds responses in SharePoint files, it can still misinterpret text, summarize imprecisely, or attribute a statement to the wrong section of a source. The most reliable way to confirm accuracy is to check each citation against the original SharePoint document and validate that the claim is supported exactly as written.

Option A is the best answer because manual verification is the definitive control for accuracy and accountability. Option B may help by asking Copilot to re-check or restate where information came from, but it is still an AI-generated confirmation and does not replace direct source validation. Options C and D can improve consistency and reuse of standards or references, but they do not guarantee citation correctness; they still depend on model interpretation.

Therefore, the best approach is to manually verify the citations in the generated proposal content.

Question 9

Question Type: MultipleChoice

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. Choose the BEST answer.

Options:

- 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 10

Question Type: MultipleChoice

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

What is available in both versions?

Options:

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

Answer:

B

Explanation:

Microsoft distinguishes Microsoft 365 Copilot (the full, licensed experience integrated across Microsoft 365 apps and Microsoft Graph) from Microsoft 365 Copilot Chat (the chat-first experience available more broadly). Some advanced capabilities---especially those tied to specialized agents and persistent work organization---are typically associated with the full Copilot license.

The Researcher agent is an advanced capability and is not consistently available in Copilot Chat across tenants because it is treated as a premium agent experience. Copilot Notebooks are also a structured organization feature used to group conversations and share reference materials; this is typically positioned as part of the full Microsoft 365 Copilot experience.

Copilot Pages, however, is the collaborative, editable canvas used to refine, organize, and share Copilot-generated content. Pages is designed to work alongside Copilot Chat so users can move from a chat response into an editable artifact for collaboration and reuse. This makes Pages the feature most commonly available in both the full Microsoft 365 Copilot and Microsoft 365 Copilot Chat experiences.

Question 11

Question Type: MultipleChoice

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?

Options:

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

Answer:

D

Explanation:

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

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

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

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

Question 12

Question Type: MultipleChoice

You are a medical researcher.

You need to ensure that Microsoft 365 Copilot responds to you in a professional manner that is appropriate to your field. What is the best approach to achieve the goal?

Options:

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

Answer:

B

Explanation:

Custom instructions allow users to define persistent preferences for tone, style, and response behavior across conversations. Microsoft documentation explains that Custom instructions help tailor Copilot responses to professional roles, communication styles, and domain expectations.

For a medical researcher requiring consistently professional, field-appropriate responses, configuring Custom instructions in Settings ensures that Copilot maintains the desired tone and terminology in future interactions.

Attaching examples influences only a single conversation. Saving prompts to the Prompt Gallery aids reuse but does not enforce tone globally. Copilot Memory stores factual preferences but is not intended for style configuration.

Therefore, the best and most comprehensive approach is to configure Custom instructions in Settings.

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