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Topic Break Down

Topic	No. of Questions
Topic 1, Plan and prepare for AI adoption	26
Topic 2, Identify and prioritize AI opportunities	1
Topic 3, Implement and manage AI solutions	108
Total	135

QUESTION NO: 1

You are creating an agent in the Microsoft 365 Copilot app for the human resources department.

The agent must answer questions by using approved employee-policy documents and must always provide concise responses written for managers.

Which two agent components should you configure?

A. instructions

B. a knowledge source

C. a saved prompt

D. a Copilot Page

E. a meeting transcript

ANSWER: A B

Explanation:

Instructions are required to define how the agent should behave. In this scenario, instructions can require concise responses, establish the intended manager audience, and specify other response expectations such as tone and structure.

A knowledge source is required to provide the approved employee-policy documents that the agent should use when responding. Configuring the documents as knowledge helps ground responses in the designated policy material rather than relying on general information. See Microsoft 365 Copilot Agent Builder and Overview of agents for Microsoft 365 Copilot.

QUESTION NO: 2 - (HOTSPOT)

HOTSPOT

You create an agent in the Microsoft 365 Copilot app by using a template.

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 share the agent with external users.	○	○
You can choose which knowledge sources the agent can use.	○	○
You can share the agent with users in your organization.	○	○

ANSWER:

Explanation:

An agent created from a template in the Microsoft 365 Copilot app is an internal Microsoft 365 capability that operates within the organization's tenant, identity, compliance, and data-governance boundaries. The correct selections are therefore **No** for sharing the agent with external users, **Yes** for choosing the knowledge sources the agent can use, and **Yes** for sharing the agent with users in the organization.

Templates are intended to provide a useful starting point rather than an unchangeable finished configuration. When creating or editing an agent, the maker can configure its grounding by selecting suitable knowledge sources. This lets the agent provide responses based on approved organizational content, while preserving the existing permissions on that content. The agent does not bypass user access controls: users receive information only when they already have permission to access the underlying source.

After the agent is created, it can be shared or published for use by people in the same organization. This supports common internal scenarios such as department assistants, project-help agents, and policy or process guidance. Availability is governed by the organization's Microsoft 365 environment and associated administrative controls. The applicable sharing model is designed for organizational users rather than external guest distribution, helping maintain tenant-level security, privacy, and compliance boundaries.

Microsoft describes Microsoft 365 Copilot agents and their organizational grounding model in the Agents for Microsoft 365 Copilot overview. Guidance for creating agents in the Microsoft 365 Copilot app, including configuring agent knowledge, is available in Create and edit agents in Microsoft 365 Copilot.

QUESTION NO: 3

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. code interpreter

B. image generator

C. a suggested prompt

D. a template

ANSWER: A

Explanation:

code interpreter is the appropriate capability because it gives a Microsoft 365 Copilot agent an execution environment for working with structured files and performing substantive data analysis. When an agent needs to answer questions about Excel sales data, it must be able to calculate values, transform and group rows, derive totals and other aggregations, and produce charts or other visual outputs from the results. Code Interpreter supports this type of work by enabling the agent to

use code-based analysis, including Python-based operations, rather than relying only on retrieval and natural-language summarization of file contents.

This capability is designed for tasks such as examining uploaded or connected tabular data, calculating metrics, identifying patterns, and generating visualizations in response to a user's request. It therefore directly addresses all of the required analytical functions: mathematical operations, aggregations, data analysis, and visualization creation. Microsoft describes Code Interpreter as an agent capability for advanced data analysis and file-based reasoning. See the Microsoft 365 Copilot Agent Builder documentation and the Azure OpenAI Code Interpreter documentation.

QUESTION NO: 4

You receive several images from a colleague.

You suspect that the images were generated by using Microsoft 365 Copilot. What can you use to verify whether the images were AI-generated?

A. file names

B. watermarks

C. content credentials

D. file descriptions

ANSWER: C

Explanation:

content credentials are the appropriate mechanism for checking the provenance of an image generated through supported Microsoft AI experiences. These credentials are cryptographically signed, tamper-evident metadata based on the Coalition for Content Provenance and Authenticity (C2PA) standard. When an image is created by Microsoft's image-generation services, content credentials can record relevant origin information, such as that AI was involved in its creation and the service used. A recipient can inspect the credentials with a compatible content-credentials viewer to review the image's provenance information.

This approach is designed for transparency and trust because the provenance information is bound to the asset and indicates whether credential data has been altered. Microsoft describes Content Credentials as a way to help people understand the origin and history of digital content, including AI-generated content. In Microsoft's responsible AI approach for image generation, content credentials support disclosure and traceability rather than requiring someone to infer an image's origin from its visual appearance. For details on Microsoft's implementation and how credentials are applied to AI-generated images, see Microsoft Learn: Content Credentials and the C2PA specification and initiative.

QUESTION NO: 5

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: B

Explanation:

The purpose of a notebook is **to provide a private location that can be used to organize reference materials across related conversations**. Microsoft 365 Copilot Notebooks give a user a persistent, project-oriented workspace in which they can gather relevant materials and use them as shared context for ongoing work. A notebook can contain reference files, Copilot pages, links, and instructions that relate to a particular task, initiative, or topic. Copilot uses the notebook's selected

references to provide responses grounded in that material, helping the user continue work without having to repeatedly locate, attach, or restate the same background information in each new interaction.

This is particularly useful for longer-running efforts such as planning a campaign, preparing a proposal, researching a business issue, or coordinating a project. Rather than treating each prompt as an isolated request, the notebook keeps the work organized around a defined set of sources and lets the user return to that context as the work evolves. The notebook is personal and private to its creator, while the materials within it establish the relevant context for Copilot. Microsoft describes Microsoft 365 Copilot capabilities and its use of organizational content in its Microsoft 365 Copilot documentation and provides product guidance through Microsoft Copilot help and learning.

QUESTION NO: 6

In Microsoft 365 Copilot, you save a prompt.

Which two actions can you perform for the saved prompt? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

A. Update the title of the saved prompt.

B. Share the saved prompt to a Microsoft Teams team.

C. Modify the saved prompt text.

D. Schedule the saved prompt to run daily.

E. Remove the saved prompt from the Copilot Prompt Gallery.

ANSWER: A E

Explanation:

"Update the title of the saved prompt." is correct because a saved prompt in Microsoft 365 Copilot Prompt Gallery has a user-managed title. Maintaining a meaningful title helps identify the prompt in the user's saved-prompt collection and makes it easier to find the appropriate reusable prompt later. This supports the intended purpose of Prompt Gallery: retaining useful prompt patterns so they can be located and run again without recreating them.

"Remove the saved prompt from the Copilot Prompt Gallery." is also correct. Saved prompts are personal reusable items, and users can remove an item when it is obsolete, duplicated, no longer relevant, or should no longer be retained in their collection. This is an important prompt-management capability because the saved list should remain useful and manageable as a user's work and prompt needs change. Microsoft describes Prompt Gallery as a place for discovering, saving, and reusing prompts, with saved content managed from the user's prompt collection. See the Microsoft 365 Copilot documentation and Microsoft Support's Copilot Prompt Gallery resources.

QUESTION NO: 7

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.

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:

Manually verify the citations in the generated content. is the best approach because the SharePoint document is the authoritative, primary source for the proposal. Microsoft 365 Copilot can ground responses in organizational data that the user is permitted to access and can help users locate relevant material, but generated content must still be reviewed by a person before it is relied on. A proposal may paraphrase source information, combine facts from different passages, or present a conclusion that requires contextual judgment. Checking each citation directly against the original SharePoint document confirms that the cited source supports the statement, that details and numbers have been carried over correctly, and that the wording has not changed the intended meaning. This is especially important for a formal business proposal, where the author remains accountable for the accuracy of the final document. Microsoft describes Copilot as an assistive capability and advises users to review and validate its output; its Responsible AI guidance likewise emphasizes meaningful human oversight. See Microsoft 365 Copilot overview and Responsible AI FAQ for Microsoft 365 Copilot.

QUESTION NO: 8

You have a Microsoft 365 subscription.

You do NOT have a Microsoft 365 Copilot license.

When you send a prompt in Microsoft 365 Copilot Chat, which three sources does Copilot Chat use to respond? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

A. chat data in Microsoft Teams

B. your organization's databases

C. the prompt context

D. organizational data in Microsoft 365

E. internet search data

F. the conversation history

ANSWER: C E F

Explanation:

Without a Microsoft 365 Copilot license, Microsoft 365 Copilot Chat provides web-grounded chat rather than work-grounded chat. In this mode, Copilot Chat can use **the prompt context**: the instructions, questions, and any content that the user directly supplies in the current prompt. This gives the model the immediate information needed to interpret the request and formulate a relevant response.

Copilot Chat can also use **the conversation history** within the chat, allowing follow-up prompts to build on the context established earlier in that conversation. This continuity enables users to refine a request, ask for clarification, or request a different format without having to repeat all preceding details.

Finally, **internet search data** is a source for web-grounded responses. When web search is available, Copilot can retrieve relevant public web information to supplement its model knowledge, improve freshness, and provide cited answers where applicable. Microsoft distinguishes this web-grounded experience from work grounding, which accesses organizational data through Microsoft Graph and requires the Microsoft 365 Copilot license. See Microsoft 365 Copilot Chat and Data, privacy, and security for Microsoft 365 Copilot.

QUESTION NO: 9

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Teams. Which two tasks can you achieve by using Copilot in Teams? Each correct answer presents a complete the solution.

NOTE: Each correct selection is worth one point.

A. Mute and unmute participants in a meeting based on their location.

B. Create a custom background and add the background to your video calls.

C. Create a meeting summary, including key decisions and action items.

D. Draft a response to a channel message based on the context of the conversation.

ANSWER: C D

Explanation:

Create a meeting summary, including key decisions and action items. is correct because Copilot in Teams can use the meeting transcript to provide an intelligent recap. This recap helps participants quickly understand the discussion without reviewing the full recording or transcript. It can identify major discussion points, summarize decisions that were made, and surface suggested follow-up actions. This capability is particularly useful for people who arrive late, cannot attend, or need to confirm ownership and next steps after a meeting. Meeting recap features depend on a meeting having a transcript available.

Draft a response to a channel message based on the context of the conversation. is also correct. Copilot in Teams supports composing and rewriting messages in chats and channels. It can use the preceding conversation as context to help create a relevant response, while allowing the user to refine the wording, tone, and length before sending it. The user remains responsible for reviewing the generated draft and choosing whether to post it.

These capabilities illustrate Copilot's core Teams value: helping users understand collaboration content and communicate more efficiently within existing chats, channels, and meetings. Microsoft documents Teams Copilot meeting recap and chat/channel assistance at Copilot in Microsoft Teams overview and Get started with Copilot in Teams.

QUESTION NO: 10

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 Copilot app

B. the Microsoft 365 admin center

C. the Microsoft Purview compliance portal

D. the My Account portal in Microsoft 365 Copilot

ANSWER: D

Explanation:

The **My Account portal in Microsoft 365 Copilot** is the appropriate self-service location for a user to delete their own Copilot interaction history. Microsoft 365 Copilot interactions include the prompts a user submits and the responses returned by Copilot. The portal lets an individual manage and delete those interactions without needing an administrator to perform an eDiscovery, retention, or tenant-administration action. Because the requirement is to remove the specific conversation involving confidential information while retaining other conversations where possible, a user-directed deletion action is the best fit.

Microsoft describes Copilot interaction history as user data and explains that users can manage their Copilot activity through their account experience. This is distinct from organization-level compliance controls: a retention policy or legal hold can cause a copy of deleted data to remain preserved for compliance purposes, but that does not change the correct self-service

mechanism for deleting the user-visible conversation. Before handling confidential material, organizations should also ensure that sensitivity labels, permissions, and retention policies are configured appropriately.

See Microsoft 365 Copilot data, privacy, and security and Microsoft Purview retention.

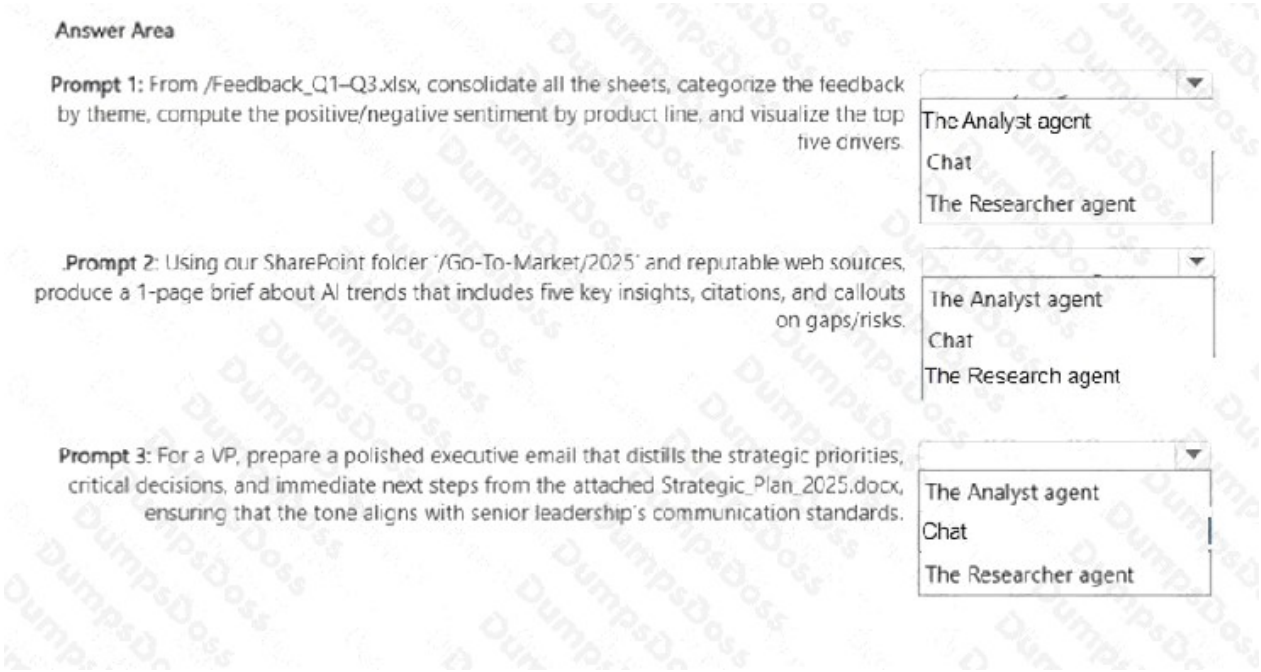
QUESTION NO: 11 - (SIMULATION)

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: See the explanation for the answer

Explanation:

Select the following options:

Reasoning:

QUESTION NO: 12

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Word.

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

NOTE: Each correct selection is worth one point.

A. Rewrite selected text to make it more concise.

B. Generate a draft based on referenced files.

C. Apply a password to the document.

D. Create a custom page size for the document.

ANSWER: A B

Explanation:

Rewrite selected text to make it more concise. is correct because Copilot in Word can help users revise existing document content. A user can select text and ask Copilot to rewrite it with a requested change, such as a shorter length, a different tone, or simpler wording.

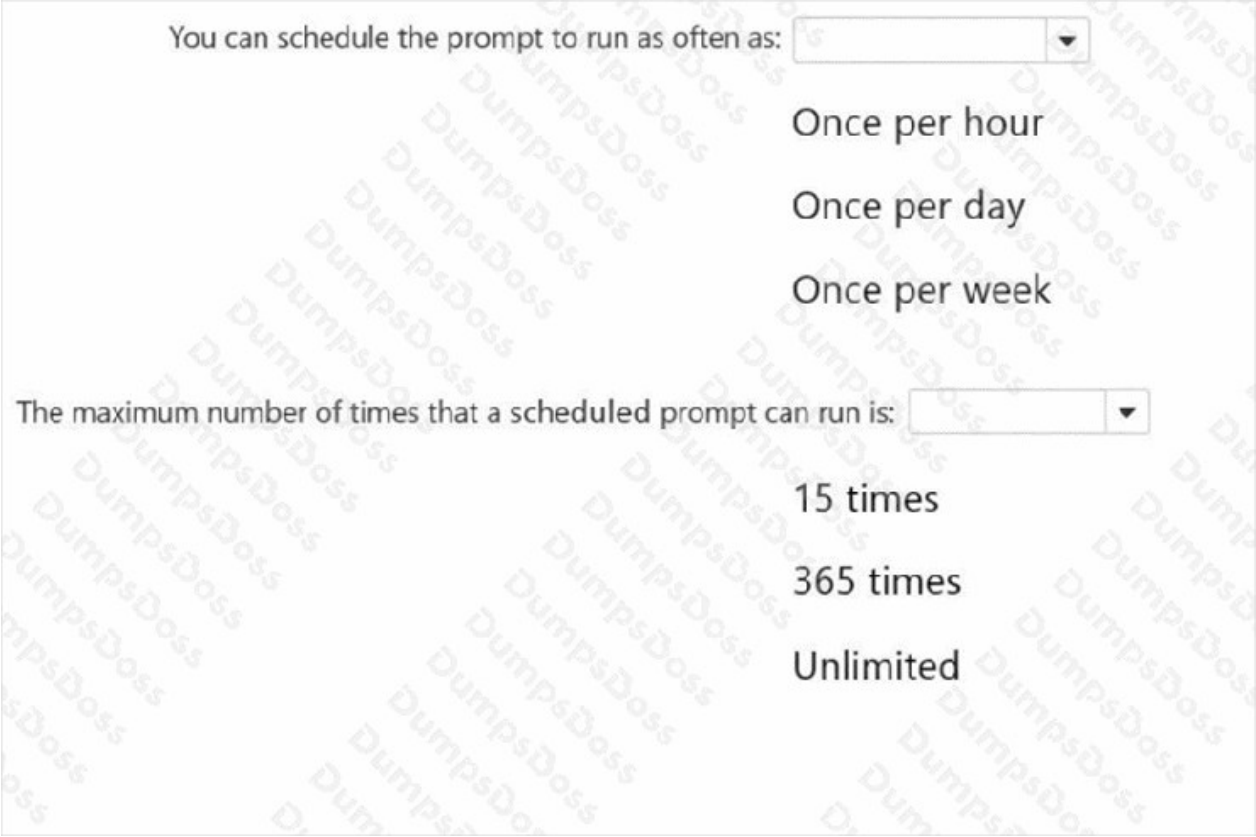
Generate a draft based on referenced files. is also correct. Copilot can help create a new document draft from a user request and selected source material. Referencing appropriate files provides relevant context for the draft, but the user must review the result for completeness and accuracy. See Welcome to Copilot in Word.

QUESTION NO: 13 - (HOTSPOT)

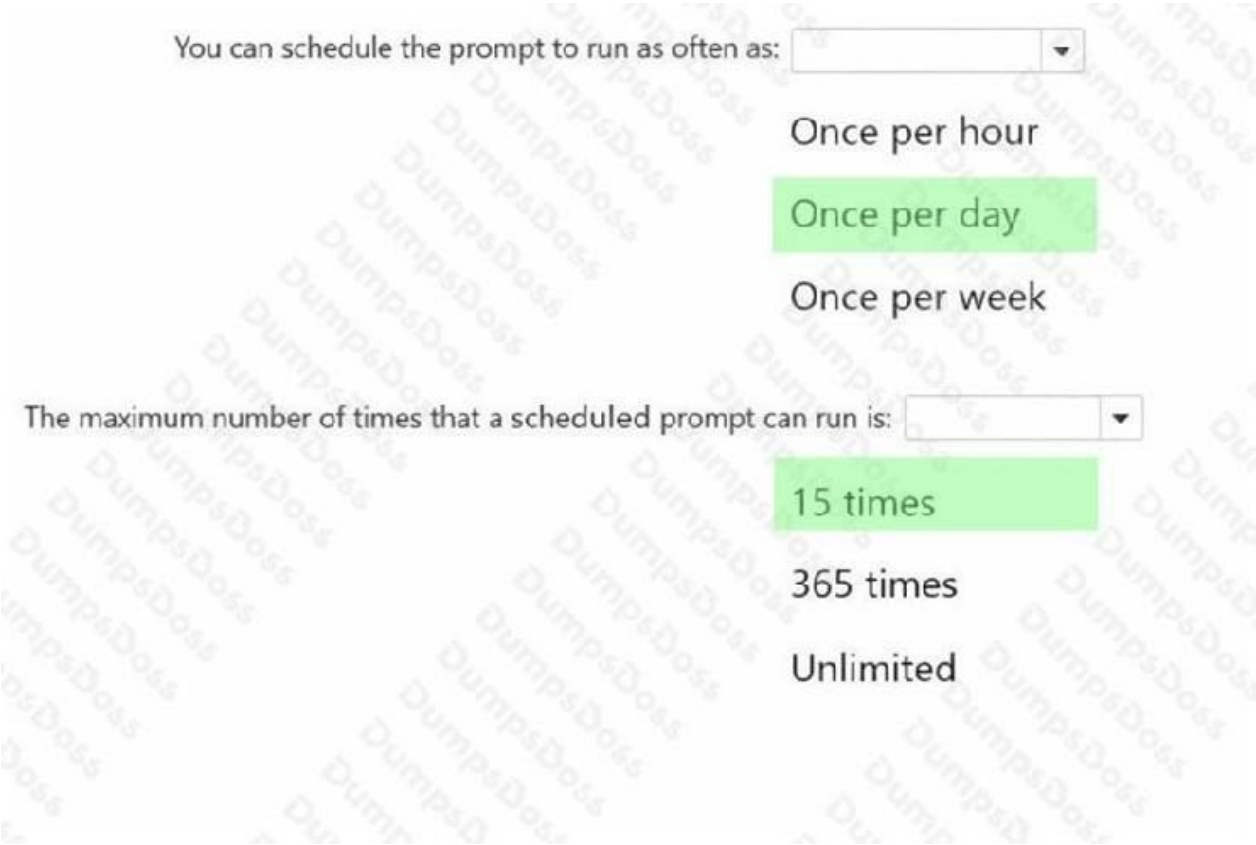
HOTSPOT

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:



Explanation:

Microsoft 365 Copilot scheduled prompts are designed for repeatable, time-based work such as daily summaries, recurring preparation tasks, and regular reminders to generate or review content. The applicable scheduling limitation is that the highest available recurrence frequency is **Once per day**. This means a scheduled prompt cannot be configured to execute repeatedly throughout a single day at an hourly interval. A daily cadence provides a controlled way to automate recurring Copilot requests while still keeping the user responsible for reviewing outcomes and adjusting the prompt when business needs change.

A scheduled prompt also has an execution cap of **15 times**. The limit applies to the number of scheduled runs for that prompt, rather than allowing it to execute indefinitely. This helps ensure that recurring AI-generated work remains intentional and is periodically reassessed. For example, a user can schedule a daily prompt for a limited series of updates, then review whether the output remains useful before setting up another recurring schedule. The restriction supports practical governance of automated AI activity and avoids unattended, perpetual repetition of a request that may eventually become outdated.

These limits are part of the Scheduled prompts experience in Microsoft 365 Copilot. Microsoft's support guidance describes how users can create and manage recurring Copilot prompts and the associated boundaries for scheduling them. See Schedule prompts in Microsoft 365 Copilot Chat for the product documentation, and Microsoft Copilot help and learning for broader Copilot feature guidance.