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

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

NOTE: Each correct selection is worth one point.

- A. Customize the conditional formatting rules for your data.
- B. Insert a custom chart that has specific formatting.
- C. Generate a summary of key insights from your data.
- D. Build a pivot table based on your data.

Suggested Answer: *CD*

None

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 the solution.

NOTE: Each correct selection is worth one point.

- A. Insert a table of contents based on the headings in your document.
- B. Customize the page margins to match your company's document standards.
- C. Generate a summary of the key points in your document.
- D. Insert a custom watermark that has specific text and formatting.

Suggested Answer: *CD*

None

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

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

NOTE: Each correct selection is worth one point.

- A. Insert a custom HTML signature that has specific formatting.
- B. Generate a draft response to an email based on the context of the conversation.
- C. Create a summary of unread emails in your inbox.
- D. Customize the folder structure to organize your emails.

Suggested Answer: *BC*

None

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.

Suggested Answer: *BD*

None

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.

Suggested Answer: *CD*

None

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?

- A. The prompt is outdated.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

Suggested Answer: *C*

None

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.

Suggested Answer: *D*

None

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

Suggested Answer: *C*

None

You are a merchandiser who is planning for the upcoming season.

You prompt Microsoft 365 Copilot to suggest which products to stock based on historical sales data. Without reviewing the suggestions or checking current market trends, you place a large order based solely on the output of Copilot.

What is this an example of?

- A. verification
- B. overreliance
- C. fabrication
- D. prompt injection

Suggested Answer: *B*

None

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

What is available in both versions?

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

Suggested Answer: *B*

None

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.

Suggested Answer: A

None

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	Yes	No
Microsoft 365 Copilot can surface data from Microsoft Teams chats.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.	<input type="radio"/>	<input type="radio"/>

Suggested Answer:**Answer Area**

Statements	Yes	No
Microsoft 365 Copilot can surface data from Microsoft Teams chats.	<input checked="" type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.	<input type="radio"/>	<input checked="" type="radio"/>
Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.	<input checked="" type="radio"/>	<input type="radio"/>

None

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	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"/>

Suggested Answer:**Answer Area**

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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"/>

None

HOTSPOT -

You use 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 delete your conversation history only if your administrator allows you to do so.	<input type="radio"/>	<input type="radio"/>
When you delete a conversation, the associated files stored in Microsoft SharePoint are also deleted.	<input type="radio"/>	<input type="radio"/>
When you uninstall a Copilot agent, all the conversations associated with the agent are retained.	<input type="radio"/>	<input type="radio"/>

Answer Area**Suggested Answer:**

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You can delete your conversation history only if your administrator allows you to do so.	<input type="radio"/>	<input checked="" type="radio"/>
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None

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	Yes	No
Microsoft 365 Copilot uses your business data to train underlying AI models.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot automatically assigns permissions to resources, so that users can find information more easily.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot uses the same underlying data access controls as other Microsoft 365 services to ensure that users are presented with only information to which they have access.	<input type="radio"/>	<input type="radio"/>

Suggested Answer:

Statements	Yes	No
Microsoft 365 Copilot uses your business data to train underlying AI models.	<input type="radio"/>	<input checked="" type="radio"/>
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None

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	Yes	No
Prompt injection can cause data exposure and unintended system behavior.	<input type="radio"/>	<input type="radio"/>
Prompt injection can be used to embed malicious or harmful instructions.	<input type="radio"/>	<input type="radio"/>
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	<input type="radio"/>	<input type="radio"/>

Suggested Answer:

Answer Area

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Prompt injection can cause data exposure and unintended system behavior.	<input checked="" type="radio"/>	<input type="radio"/>
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Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	<input checked="" type="radio"/>	<input type="radio"/>

None

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

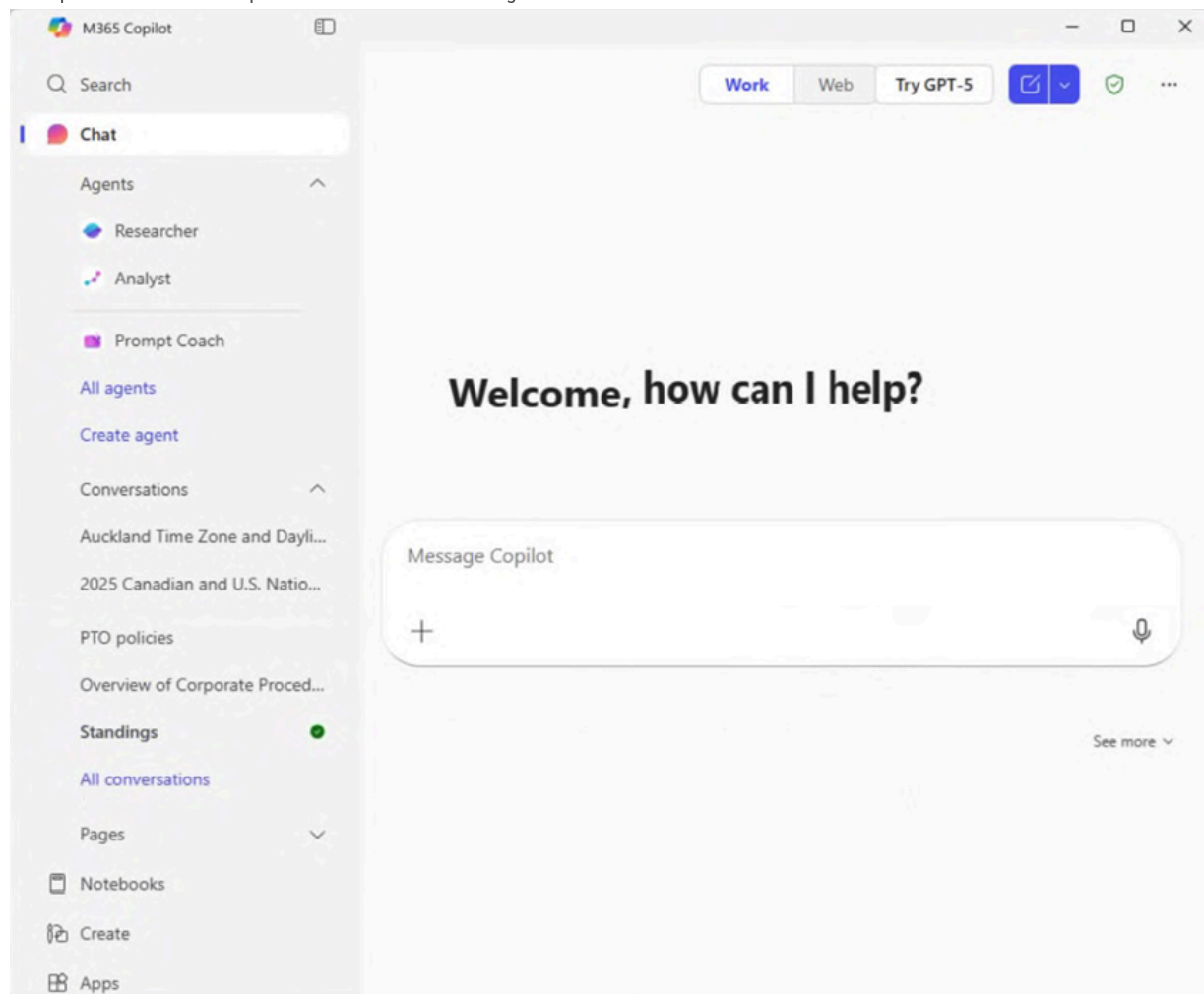
Statements	Yes	No
Microsoft 365 Copilot Chat lets you upload documents from your local computer.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.	<input type="radio"/>	<input type="radio"/>
Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.	<input type="radio"/>	<input type="radio"/>

Suggested Answer:**Answer Area**

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Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.	<input checked="" type="radio"/>	<input type="radio"/>

None

You open Microsoft 365 Copilot as shown in the following exhibit.



What can you infer about the Standings conversation?

- A. The conversation contains only anonymous data.
- B. The conversation contains a verified response.
- C. The conversation was added to a notebook.
- D. The conversation contains a scheduled prompt.
- E. The conversation was shared.

Suggested Answer: A

None

HOTSPOT -

Select the answer that correctly completes the sentence.

Answer Area

▼

- The Common Data Model
- Enterprise data protection (EDP)
- Sensitivity labels
- Zero Trust

in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is **NOT** used to train AI models.

Suggested Answer:

Answer Area

▼

- The Common Data Model
- Enterprise data protection (EDP)
- Sensitivity labels
- Zero Trust

in Microsoft 365 Copilot ensures that business data stays within a Microsoft 365 tenant and is **NOT** used to train AI models.

None

HOTSPOT -

Select the answer that correctly completes the sentence.

Answer Area

From the Microsoft 365 My Account portal , if you select Delete history for the Copilot activity history, you can delete

- a specific conversation.
- a specific date range of activity.
- all the Microsoft 365 Copilot activity.
- all conversations with a specific agent.

Suggested Answer:

Answer Area

From the Microsoft 365 My Account portal , if you select Delete history for the Copilot activity history, you can delete

- a specific conversation.
- a specific date range of activity.
- all the Microsoft 365 Copilot activity
- all conversations with a specific agent.

None

HOTSPOT -

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.

Suggested 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.

None

You are using Microsoft 365 Copilot to plan a trip and have asked Copilot to remember several details about the trip.

You cancel the trip plans.

You need to ensure that Copilot forgets the details.

What should you do?

- A. From the My Account portal, delete the Copilot activity history.
- B. From Copilot, delete memories.
- C. From Copilot, delete custom instructions.
- D. From Copilot, delete all the conversation about the trip.

Suggested Answer: *B*

None

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

Suggested Answer: A

None

You have several pages in Microsoft 365 Copilot related to the research you are doing for a new product. You need to simplify your ability to have many different Copilot conversations about the pages. What should you do first?

- A. Create a story.
- B. Add the pages to a notebook.
- C. Add the pages to a conversation.
- D. Download the pages locally.

Suggested Answer: *B*

None

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

Suggested Answer: A

None

You create a prompt in Microsoft 365 Copilot to help you create a draft project report.
You need the prompt to be available in the Copilot Prompt Gallery.
What should you do first?

- A. Create a notebook.
- B. Add an agent.
- C. Create a page.
- D. Run the prompt.

Suggested Answer: *D*

None

You create a Microsoft 365 Copilot notebook and add a file named Process.docx from a local folder.

Yesterday, you updated Process.docx in the local folder.

What will occur when you chat in the notebook?

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

Suggested Answer: *C*

None

You have several separate Microsoft 365 Copilot conversations.

You need to gather the conversations so that you can find them more easily, and the conversations can share the same reference material.

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

- A. a notebook
- B. an agent
- C. an app
- D. a page

Suggested Answer: A

None