DBCLOUD
EXAMS

QUESTIONS & ANSWERS

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Technology Provider: Microsoft

Exam: AI Business Professional

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Topic 1

Question #1Topic 1

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.

Correct Answer: CD

Question #2Topic 1

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.

Correct Answer: AC

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Question #3Topic 1

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.

Correct Answer: BC

Question #4Topic 1

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.

Correct Answer: BD

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Question #5Topic 1

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.

Correct Answer: CD

Question #6Topic 1

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.

Correct Answer: B

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Question #7Topic 1

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.

Correct Answer: D

Question #8Topic 1

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

Correct Answer: C

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