ATMIC NETWORKS
YOUR GUIDE TO GLOBAL CERTIFIATION

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Question: 1

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.

Question:2

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:

Microsoft 365 Copilot follows Microsoft's enterprise data governance and privacy principles, which allow users to manage their own conversation history where appropriate. According to Microsoft AI Business Professional guidance, users can review and delete individual Copilot conversation histories directly from their personal account settings without requiring administrative intervention.

Option D is correct because the My Account portal in Microsoft 365 Copilot allows individual users to manage their activity history, including deleting specific conversations. This enables targeted removal of sensitive interactions while retaining other conversation data.

Option A is incorrect because the Copilot app itself does not provide full account-level activity management capabilities. Options B and C are administrative tools used for tenant-wide governance, compliance, retention policies, and eDiscovery. These portals typically require administrative privileges and are not intended for individual user self-service deletion of specific conversations.

Therefore, to delete a single confidential Copilot conversation without affecting other chats and without requiring administrator approval, the correct tool is the My Account portal in Microsoft 365 Copilot.

The other options are incorrect because deleting a specific conversation or all conversations with a specific agent is not the primary method offered in the My Account activity deletion setting. Instead, deletion is structured around activity time periods.

This capability reinforces generative AI best practices: secure data management, lifecycle control of AI interactions, and user-directed privacy management within enterprise environments.

Question:3

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

Answer: C

Explanation:

Microsoft 365 Copilot notebooks use the version of a file that was uploaded or attached at the time it was added to the

notebook. When a document such as Process.docx is added from a local folder, Copilot references that uploaded snapshot of the file. If the file is later modified locally, the notebook does not automatically sync or refresh with the updated local version unless the updated file is reuploaded.

Microsoft guidance on grounding and file references explains that Copilot works with the specific content stored in Microsoft 365 or the attached artifact within the notebook session. Since the updated version remains in the local folder and was not reattached, Copilot continues to use the originally added version.

Therefore, during subsequent chats in the notebook, Copilot references only the original uploaded version of Process.docx.

Question: 4

You are creating a custom agent in the Microsoft 365 Copilot app for the marketing team at your company. The agent will be used to produce marketing collateral, including copy, logos, and artwork. What should you add to the agent? More than one answer choice may achieve the goal. Select the BEST answer.

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

Answer: C

Explanation:

When building a custom agent in Microsoft 365 Copilot for marketing use cases, the required capabilities must align with the intended outputs. Marketing collateral includes written copy as well as visual assets such as logos and artwork. According to Microsoft AI Business Professional documentation, generative AI solutions that produce visual creative assets require integrated image generation capabilities powered by multimodal AI models.

Option C is correct because an image generator enables the agent to create visual marketing

materials such as logos, artwork, and design elements. While templates and suggested prompts can improve usability and consistency, they do not provide the underlying capability to generate images. A code interpreter is designed for data analysis, calculations, or technical scripting tasks and is not relevant to creative marketing asset production.

Therefore, to fulfill the requirement of producing both textual and visual marketing collateral, the most essential addition to the custom agent is an image generator.

Question: 5

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 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.

Question: 6

You use Microsoft 365 Copilot.

You need to delete all your conversations by using the least amount of effort.

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

A. the Microsoft 365 Copilot web app
B. the My Account portal in Microsoft 365
C. the Microsoft 365 Copilot desktop app
D. the Settings app in Windows 11

Answer: B

Explanation:

Microsoft provides centralized activity management controls through the My Account portal, which allows users to manage privacy settings, activity history, and data associated with Microsoft 365 services, including Copilot. When the requirement is to delete all conversations with minimal effort, the most efficient method is to use the account-level activity management tools rather than deleting conversations individually.

The My Account portal enables bulk management of Copilot activity data, allowing users to clear conversation history in a consolidated manner. This approach aligns with Microsoft's privacy-by- design framework, giving users control over their AI-generated interaction history without requiring administrative intervention.

Using the Copilot web or desktop app would typically require manually deleting conversations one at a time, increasing effort. The Windows 11 Settings app is unrelated to Microsoft 365 Copilot data management.

Therefore, to delete all Copilot conversations efficiently and with the least amount of effort, the correct approach is to use the My Account portal in Microsoft 365.

Question: 7

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:

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.

Copilot license.

Question: 8

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.

Question: 9

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 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 and the general knowledge that Copilot was trained on.

D. Copilot provides responses based only on data that the user can access.

Answer: C

Explanation:

Microsoft 365 Copilot operates within two primary knowledge boundaries: its foundational large language model training data and the organizational data available within the Microsoft 365 tenant. However, Copilot strictly enforces Microsoft's security and compliance model, meaning it only retrieves and uses data that the signed-in user is authorized to access.

When using the Work scope, Copilot combines the general knowledge it was trained on with organizational data such as documents, emails, chats, calendars, and files stored in Microsoft 365. Importantly, Copilot respects role-based access control and existing permissions. It does not surface information from content the user does not have access to.

Option A is incomplete because Work scope includes organizational data. Option B is incorrect because Copilot does not access all tenant data indiscriminately; it is permission-scoped. Option D is incomplete because Copilot also leverages its general training knowledge.

Therefore, the correct explanation is that Copilot provides responses based only on data the user can access, combined with its general training knowledge.