AB-730 · CHEAT SHEET · CERTIFYDECK

Microsoft Certified: AI Business Professional

Dominios, pesos oficiales y habilidades clave del temario de AB-730, para repasar antes del examen.

Nivel: Beginner Duración: 45 min Nota de corte: 700/1000 Fuente: guía de estudio oficial de Microsoft Learn

1. Understand generative AI fundamentals

25–30%

Understand generative AI capabilities across Microsoft 365 experiences

- Understand how Copilot keeps organizational information private and secure
- Understand how work files, web data, and the current app affect Copilot responses
- Understand the difference between a chat experience and an agent experience
- Understand the use case for creating your own agent
- Understand differences in Copilot features across Microsoft 365 apps

Identify responsible AI and data protection practices

- Identify risks including fabrications, prompt injection, and over-reliance
- Select verification steps including citation checks and human review
- Recognize and mitigate risks to sensitive data
- Understand how data protection restricts prompt results

2. Manage prompts and conversations by using AI

35–40%

Create and manage prompts in Microsoft 365 Copilot

- Create an effective prompt
- Select appropriate resources to reference in a prompt
- Save a prompt
- Schedule a prompt
- Share a prompt

Manage conversations in Microsoft 365 Copilot

- Find previous conversations
- Delete a chat
- Rename a chat
- Add a conversation to a notebook

Create and manage Microsoft 365 Copilot agents

- Choose between Agent Store and creating a new agent
- Create an agent by using a template
- Configure an agent with knowledge
- Configure agent instructions, capabilities, and suggested prompts
- Share an agent with team members

3. Draft and analyze business content by using AI

25–30%

Draft business documents and communications

- Create a new document from a prompt
- Generate a document from an existing document
- Generate a management summary based on a document
- Move data and insights between Microsoft 365 apps

Manage meetings and collaboration

- Describe how to use Microsoft 365 Copilot for meetings
- Describe how to use Copilot Pages for collaboration
- Describe how Copilot uses memory and instructions