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<https://www.jpnsiken.com/shiken/Microsoft.AB-730J.v2026-10-19.q34.html>

質問: 1

あなたは、Microsoft Teamsを含むMicrosoft 365アプリとサービスを利用するビジネスユーザーです。職場アカウントをお持ちです。会議を円滑に進めるために、Microsoft 365 Copilot を利用したいと考えているのですね。以下の各記述について、正しい場合は「はい」を選択してください。そうでない場合は「いいえ」を選択してください。
注：正解ごとに1ポイントが加算されます。

Answer Area

Microsoft

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	☐	☐
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	☐	☐
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	☐	☐

正解:

Answer Area

Microsoft

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	☐	☒
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	☒	☐
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	☒	☐

Explanation:

Answer Area

Statements	Yes	No
Copilot can answer questions about Teams meetings that you are NOT invited to.	☐	☒
Copilot can provide summaries and answer questions about chat messages, channel posts, and Teams meetings.	☒	☐
Copilot can provide a summary of all the upcoming Teams meeting details you are invited to next week.	☒	☐

Microsoft 365 Copilot respects Microsoft 365 permissions ("permission trimming"). This means it can only access and summarize content you are authorized to view. Therefore, Copilot cannot answer questions about Teams meetings you are not invited to (and otherwise don't have access to), making statement 1 No .

Copilot can summarize and answer questions about Teams artifacts you do have access to-such as chat messages, channel posts, and meeting content (for example, transcripts, notes, recordings, and meeting recap details when available). That makes statement 2 Yes .

Copilot can also help you prepare for your schedule by summarizing upcoming meetings you're invited to , using calendar and meeting context (subject, time, participants, related emails/files, and available agenda

/notes). This supports planning and prioritization for the week ahead, so statement 3 is Yes .

質問: 2

Microsoft 365 Copilot アプリを使用してエージェントを作成する予定です。

以下の各記述について、正しい場合は「はい」を選択してください。そうでない場合は「いいえ」を選択してください。

注：正解ごとに1ポイントが加算されます。

Answer Area

Statements	Yes	No
The agent will be available in Microsoft Word.	☐	☐
The agent can be shared to other users in your organization.	☐	☐
The agent can contain complex workflows that use third-party connectors.	☐	☐

正解:

Answer Area

Statements	Yes	No
The agent will be available in Microsoft Word.	☐	☒
The agent can be shared to other users in your organization.	☒	☐
The agent can contain complex workflows that use third-party connectors.	☐	☒

Explanation:

Answer Area

Statements	Yes	No
The agent will be available in Microsoft Word.	☐	☒
The agent can be shared to other users in your organization.	☒	☐
The agent can contain complex workflows that use third-party connectors.	☐	☒

Agents created in the Microsoft 365 Copilot app are primarily designed for use within the Copilot Chat experience and related Copilot surfaces, not directly embedded inside individual applications like Word.

Therefore, such agents are not automatically available in Microsoft Word, making Statement 1 incorrect.

However, these agents are designed for collaboration and reuse within an organization. Microsoft guidance confirms that agents can be shared with other users in the same tenant , allowing teams to leverage common tools, prompts, and knowledge sources. Hence, Statement 2 is correct.

For advanced automation scenarios involving complex workflows and third-party connectors, Microsoft provides Copilot Studio rather than the standard Copilot app. The Copilot app focuses on lightweight agent creation using natural language, files, and simple configurations. It does not support complex orchestration with external connectors. Therefore, Statement 3 is incorrect.

Thus, the correct answers are No, Yes, No .

質問: 3

Microsoft 365 Copilot を使用して、Microsoft SharePoint ライブラリ内のドキュメントに基づいて Microsoft Word で提案書を作成します。

提案書に記載されている情報が正確であることを確認する必要があります。

目標を達成するための最善のアプローチは何ですか？複数の選択肢が目標を達成できる可能性があります。最も適切な回答を選択してください。

- A. 生成されたコンテンツ内の引用を手動で検証します。
- B. Word の Copilot を使用して引用を検証してください。
- C. 組織の編集基準を含むエージェントを作成し、そのエージェントを使用して引用を検証します。
- D. すべての参考資料を含むノートブックを作成し、そのノートブックを使用して引用を検証します。

正解: ([正解を表示します](#))

To ensure cited information is accurate, Microsoft's AI guidance emphasizes human verification of AI-generated outputs, especially when the content will be used in formal business documents. Even when Copilot grounds responses in SharePoint files, it can still misinterpret text, summarize imprecisely, or attribute a statement to the wrong section of a source. The most reliable way to confirm accuracy is to check each citation against the original SharePoint document and validate that the claim is supported exactly as written.

Option A is the best answer because manual verification is the definitive control for accuracy and accountability. Option B may help by asking Copilot to re-check or restate where information came from, but it is still an AI-generated confirmation and does not replace direct source validation. Options C and D can improve consistency and reuse of standards or references, but they do not guarantee citation correctness; they still depend on model interpretation.

Therefore, the best approach is to manually verify the citations in the generated proposal content.

質問: 4

Microsoft Excel ワークブックを開いており、その中にテーブルがあります。そのテーブルには売上データと以下の列が含まれています。

- 注文日
- 注文番号
- 額

あなたは、Excel の Microsoft Copilot を使用して、表に示された売上データの月次サマリーを生成する予定です。
効果的な要約を作成するために、設問には何を含めるべきでしょうか？複数の選択肢が目的を達成できる可能性があります。最も適切な回答を選択してください。

- A. 応答の希望する形式
- B. ワークシート内の特定のセル範囲
- C. ワークブックのファイル名
- D. 要約の明確な目標
- E. 月間合計を計算する式

正解: (正解を表示します)

To generate an effective monthly summary with Copilot in Excel, Microsoft prompting guidance emphasizes two core elements: clear intent and expected output structure . First, you should state the goal explicitly- such as "summarize total sales by month based on OrderDate and Amount, and highlight month-over-month changes." This directs Copilot to the correct aggregation and analysis behavior (Option D).

Second, specifying the desired format improves usability and reduces ambiguity. For example, requesting "a table with Month, Total Sales, Number of Orders, and Average Order Value" or "a bulleted executive summary plus a small summary table" ensures Copilot returns results in a format you can immediately use (Option A).

A specific cell range (Option B) is usually unnecessary when the data is already in a recognized Excel table, because Copilot can work from the table context. The workbook file name (Option C) does not help analysis.

Providing a formula (Option E) is not required because Copilot can compute monthly totals; formulas are optional if you want a specific calculation method, but they are not the best prompt ingredients for an effective summary.

Therefore, the best answers are A and D .

質問: 5

文を正しく完成させる選択肢を選びなさい。



正解:



Explanation:

a specific date range of activity

The Microsoft 365 My Account portal provides users with control over their Copilot activity history in alignment with enterprise privacy and compliance standards. When selecting Delete history , users can remove Copilot activity based on a defined time range rather than deleting only a single conversation or all activity universally.

This functionality reflects Microsoft's commitment to transparency, user control, and responsible AI governance. Allowing deletion by date range enables organizations and individuals to manage data retention policies efficiently while maintaining compliance with regulatory frameworks such as GDPR and internal data governance policies.

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.

質問: 6

Microsoft 365 Copilot を使用します。

効果的なプロンプトを作成する際に考慮すべき2つの要素は何ですか？正解はそれぞれ完全な解答を示しています。

注：正解ごとに1ポイントが加算されます。

- A. プロンプトに文脈を追加する
- B. プロンプトで幅広い指示を使用する
- C. プロンプトで頭字語を使用する
- D. プロンプトに明確な目標を示す
- E. プロンプトを一般的なものにする

正解: ([正解を表示します](#))

Microsoft guidance for effective prompting emphasizes clarity and context as the two most important factors. Providing context (Option A) ensures that Copilot understands the background, data sources, and constraints relevant to the task. This improves grounding and reduces ambiguity, leading to more accurate and useful responses.

Providing a clear goal (Option D) is equally critical. A well-defined objective-such as summarizing, analyzing, or drafting-helps Copilot determine the correct approach, structure, and level of detail for the response. Without a clear goal, outputs may be generic or misaligned with user expectations.

Using a broad range of instructions can introduce confusion rather than clarity. Acronyms may reduce clarity unless explicitly defined. Keeping prompts generic is discouraged because specificity improves quality and relevance of responses.

Therefore, the correct answers are A (adding context) and D (providing a clear goal) .

質問: 7

あなたは、自社と他社との提携に関する提案を要約する予定です。

プロジェクト開始会議のために、提案書の内容を3～5つの要点を箇条書きにしたリストとしてまとめるには、Microsoft 365 Copilotを使用する必要があります。各箇条書きは簡潔かつ分かりやすい言葉で記述してください。

プロンプトに含めるべき2つの詳細は何ですか？

- A. 研究者エージェントを使用して生成された両社のプロフィール
- B. 提案書の取り扱いに関する簡潔な指示
- C. パートナーシップの主要関係者の連絡先一覧
- D. 回答の根拠となる具体的な知識源

正解: B,D ([コメントを発表する](#))

Effective prompting in Microsoft 365 Copilot requires two critical components: clear instructions and grounding in authoritative content. Microsoft guidance emphasizes that prompts should explicitly state the desired output format, tone, length, and purpose. In this case, specifying "a bulleted list of three to five concise, simply worded key points" represents concise instructions, making option B essential.

Additionally, grounding the response in a specific knowledge source-such as attaching or referencing the proposal document-ensures factual accuracy and reduces hallucination. Option D ensures Copilot uses the actual proposal content rather than relying on generalized model knowledge.

Profiles and stakeholder contact details are unrelated to summarization requirements. Therefore, the correct selections are B and D.

質問: 8
文を正しく完成させる選択肢を選びなさい。



Microsoft Purview is the correct choice because it is Microsoft's unified compliance and data governance solution that helps organizations apply and enforce policies across Microsoft 365 content- including Copilot- related interactions where those interactions are captured in services such as Microsoft 365 audit, eDiscovery, and Purview compliance experiences. Purview supports capabilities such as data loss prevention (DLP) , retention , eDiscovery , audit , and sensitivity labeling so organizations can manage and govern data and AI- assisted content in line with regulatory and internal requirements. In contrast, Microsoft Entra ID focuses on identity and access management, Intune focuses on device and application management, and Defender for Cloud focuses on cloud security posture management. Governance policies for Copilot-generated conversations and associated compliance controls align most directly with Purview , which is designed to manage information protection and compliance across the Microsoft 365 environment.

質問: 9
文を正しく完成させる選択肢を選びなさい。

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.

正解:

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.

Explanation:

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.

Temporary chat in Microsoft 365 Copilot is designed for privacy-focused, non-persistent interactions. When a user initiates a temporary chat session, the conversation is not saved to Copilot chat history and is not retained for future reference within the standard conversation history interface.

Once the session ends or a new chat begins, the prompts and responses from that temporary session are deleted immediately. They are not moved to OneDrive, stored in a notebook, or retained for a delayed deletion period.

This feature supports secure and confidential usage scenarios where users may want to explore ideas, draft sensitive content, or test prompts without creating a stored record in their activity history.

From a generative AI governance perspective, this reflects Microsoft's design principle of providing configurable persistence levels, balancing productivity with enterprise security, compliance, and user privacy controls.

質問: 10

以下の各設問について、該当する場合は「はい」を選択してください。該当しない場合は「いいえ」を選択してください。注：正解ごとに1点が加算されます。

Answer Area

Statements

You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.

You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.

You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.

Yes

No

☐

☐

☐

☐

☐

☐

正解:

Answer Area

Statements

You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.

You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.

You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.

Yes

No

☒

☐

☒

☐

☒

☐

Answer Area

Statements

You can chat with the Analyst agent from within an existing Microsoft 365 Copilot conversation.

You can chat with the Researcher agent from within an existing Microsoft 365 Copilot conversation.

You can chat with multiple agents concurrently within an existing Microsoft 365 Copilot conversation.

Yes

No

☒

☐

☒

☐

☒

☐

質問: 11

あなたはMicrosoft 365 Copilotを使用して、Microsoft Wordでの生産性を向上させています。WordのCopilotを使用することで、どのような2つのタスクを実行できますか？

- A. 特定のテキストと書式を持つカスタム透かしを挿入します。
- B. 会社の文書基準に合わせてページ余白をカスタマイズします。
- C. 文書の見出しに基づいて目次を挿入します。

D. 文書の要点をまとめた要約を作成します。
正解: C,D (コメントを发表する)

質問: 12

あなたは社内のMicrosoft Teams会議に遅れて参加し、見逃した内容を確認したいと考えていました。会議は録画されています。会議で欠席した部分の内容を、できるだけ早く要約する必要があります。目標を達成するための最善のアプローチは何ですか？複数の選択肢が目標を達成できる可能性があります。最も適切な回答を選択してください。

- A. Teams アプリから、Teams の Copilot に、これまでの内容を要約するように依頼してください。
- B. 会議の議事録を読んでください。
- C. Microsoft 365 Copilot アプリから、Copilot に見逃した内容を尋ねてください。
- D. Teams アプリから、インテリジェントな要約を表示します。

正解: (正解を表示します)

Microsoft 365 Copilot in Teams is designed to provide real-time meeting assistance, including summarizing discussions, identifying key decisions, and highlighting action items. When joining a meeting late, the most efficient and immediate method to catch up is to directly prompt Copilot within the Teams meeting experience. Option A is the best answer because Copilot in Teams can summarize what has occurred so far during the live meeting. It leverages the meeting transcript, speaker attribution, and contextual signals to generate a concise, structured summary in real time. This minimizes delay and provides actionable insights instantly. Reading the transcript (Option B) would require manual review and is not the fastest method. Intelligent recap (Option D) is typically available after the meeting concludes and processes recording data. Asking Copilot from the separate Microsoft 365 Copilot app (Option C) may not provide immediate, in-meeting contextual awareness. Therefore, the fastest and most effective approach is to ask Copilot in Teams to summarize what you missed.

質問: 13

以下の各設問について、該当する場合は「はい」を選択してください。該当しない場合は「いいえ」を選択してください。注：正解ごとに1点が加算されます。

Answer Area	Yes	No
Statements		
Prompt injection can cause data exposure and unintended system behavior.	☐	☐
Prompt injection can be used to embed malicious or harmful instructions.	☐	☐
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	☐	☐

正解:

Answer Area

Statements	Yes	No
Prompt injection can cause data exposure and unintended system behavior.	☐	☐
Prompt injection can be used to embed malicious or harmful instructions.	☐	☐
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	☐	☐

Microsoft

Explanation:

Answer Area

Statements	Yes	No
Prompt injection can cause data exposure and unintended system behavior.	☒	☐
Prompt injection can be used to embed malicious or harmful instructions.	☒	☐
Prompt injection is a security vulnerability unique to generative AI systems that interpret and respond to natural language inputs.	☒	☐

Microsoft

Prompt injection is a generative AI security risk where an attacker inserts instructions (often hidden in text, documents, webpages, or user inputs) to override or manipulate the assistant's intended behavior. This can lead to unintended actions such as ignoring policy controls, producing unsafe outputs, or attempting to reveal sensitive information. Because generative AI systems follow natural-language instructions, they can be socially engineered to prioritize malicious content unless safeguards are in place. This is why prompt injection can cause data exposure (for example, attempting to extract confidential content from grounded sources) and can also embed harmful instructions that redirect the model's behavior. In enterprise settings like Microsoft

365 Copilot, mitigations include grounding boundaries, permission trimming, content filtering, and instruction hierarchy (system policies over user instructions). From a business governance perspective, users should treat untrusted inputs (emails, documents, web text) as potentially hostile and apply least-privilege access and validation when using AI outputs in decision-making.

質問: 14

あなたはMicrosoft 365 Copilotを使用して、Microsoft Teamsでの生産性を向上させています。

TeamsでCopilotを使用することで達成できる2つのタスクは何ですか？それぞれの正解には、完全な解決策が示されています。

注：正解ごとに1ポイントが加算されます。

- A. 会議参加者の位置に基づいて、ミュートとミュート解除を行います。
- B. カスタム背景を作成し、ビデオ通話に背景を追加します。
- C. 主要な決定事項とアクション項目を含む会議の要約を作成します。

D. 会話の文脈に基づいて、チャネルメッセージへの返信を作成します。

正解: ([正解を表示します](#))

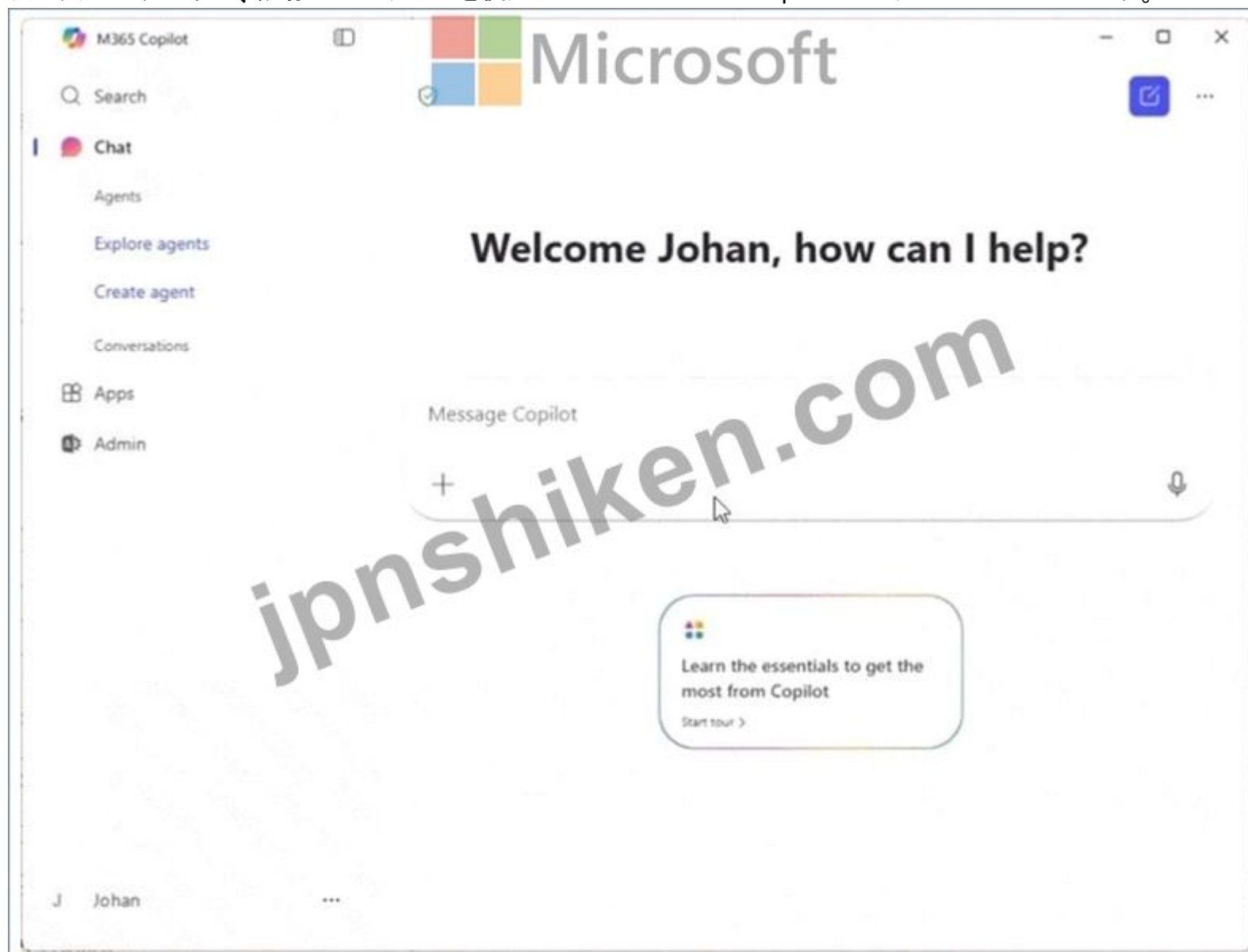
Copilot in Microsoft Teams is designed to help users work faster by summarizing meeting content and assisting with message composition in chats and channels. Microsoft guidance highlights that Copilot can synthesize what was discussed in a meeting by generating a structured recap that includes key points, decisions, and action items. This directly matches option C . Copilot can also help you respond more quickly in Teams conversations by drafting replies grounded in the context of the existing chat or channel thread, which matches option D .

Options A and B are not Copilot capabilities. Muting and unmuting participants is a meeting control function handled by Teams meeting roles and settings, and it is not automatically driven by Copilot based on participant location. Creating custom backgrounds is a Teams visual feature (and can involve Designer or image tools), but it is not a Copilot-in-Teams productivity function for summarization or drafting based on conversation context.

Therefore, the two tasks you can achieve using Copilot in Teams are generating meeting summaries with decisions and action items, and drafting responses to channel messages based on conversation context.

質問: 15

次の図に示すように、職場のアカウントを使用して Microsoft 365 Copilot アプリにサインインします。



同僚から、Microsoft 365 Copilot アプリを開くと、研究者エージェントにアクセスできると聞きました。あなたも研究者エージェントにアクセスする必要があります。あなたはどうすべきでしょうか？

- A. Microsoft Edge から、職場のアカウントを使用して <https://copilot.microsoft.com> にサインインしてください。
- B. 「エージェントを探索」を選択し、次に「研究者」を検索します。
- C. 個人アカウントを使用してCopilotアプリにサインインしてください。
- D. 管理者から Microsoft 365 Copilot ライセンスをリクエストします。

正解: ([正解を表示します](#))

In Microsoft 365 Copilot, agents such as Researcher are accessed through the Agents experience within the Copilot app. If the user interface does not immediately display a specific agent, the correct action is to browse or search the available agents catalog. The exhibit shows the left navigation pane with an Explore agents option.

According to Microsoft AI Business Professional guidance, built-in and custom agents can be discovered and enabled through the Explore agents section. If the user already has the appropriate Copilot license and is signed in with their work account, there is no need to switch accounts or request another license.

Signing in through a browser does not change feature availability, and using a personal account would remove access to organizational features. Therefore, to access the Researcher agent, you should select Explore agents and search for Researcher.

質問: 16

あなたは小規模コンサルティング会社のプロジェクトコーディネーターです。

あなたは、顧客とのコミュニケーションの追跡、プロジェクトのスケジュール管理、および社内関係者向けの週次進捗状況報告書の作成を担当します。

あなたはMicrosoft 365 Copilotライセンスをお持ちです。

プロジェクトのマイルストーンを監視したり、クライアントからのメールにフォローアップしたり、週次サマリーレポートを作成したりするために、エージェントを作成します。

誰とエージェントを共有できますか？

- A. Microsoft Teams チャンネルのメンバーのみ
- B. 有効なメールアドレスをお持ちの方
- C. 組織内の人々、および個人のMicrosoftアカウントを持つ人々
- D. あなたの組織内の人だけ

正解: ([正解を表示します](#))

Microsoft 365 Copilot agents operate within the security, compliance, and identity boundaries of a Microsoft

365 tenant. Custom agents created in the Microsoft 365 Copilot app are governed by organizational policies, role-based access control, and Microsoft Entra ID authentication.

According to Microsoft AI Business Professional guidance, Copilot agents are designed for enterprise use and are shared within the organization unless administrators configure broader sharing capabilities. External sharing with personal Microsoft accounts or arbitrary email addresses is not supported by default due to security, data protection, and compliance requirements.

Because the agent in this scenario interacts with organizational data such as client emails, project milestones, and internal reports, access must remain restricted to authenticated users within the same tenant. This ensures that sensitive business information remains protected and that data access respects existing permissions.

Therefore, the agent can be shared only with people in your organization, making option D the correct answer.

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スカウント、特別な割引コード: **JPNshiken**」

質問: 17

文を正しく完成させる選択肢を選びなさい。

Answer Area

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

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



正解:

Answer Area

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

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



Explanation:

Answer Area

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



Enterprise data protection (EDP) (often referred to as commercial data protection) is the capability that ensures Microsoft 365 Copilot handles organizational data under enterprise security and privacy guarantees.

With EDP, Copilot processes prompts and responses within the customer's Microsoft 365 boundary, respecting tenant isolation and identity-based access controls. This means Copilot only retrieves and uses data that the signed-in user is permitted to access, and the data remains governed by Microsoft 365 compliance features (such as retention, eDiscovery, audit, and Purview controls). Critically, EDP ensures that your organization's prompts and the retrieved business content are not used to train the underlying AI foundation models. This is essential for protecting confidential business information and meeting regulatory and contractual requirements. The other options (Common Data Model, sensitivity labels, and Zero Trust) support data structure, classification, and security posture, but they do not specifically represent the Copilot guarantee that tenant data stays protected and is not used for model training.

質問: 18

Microsoft 365 Copilot アプリでエージェントを作成しています。

以下の各記述について、正しい場合は「はい」を選択してください。そうでない場合は「いいえ」を選択してください。

注：正解ごとに1ポイントが加算されます。

Answer Area

Statements	Yes	No
You can configure the agent to search shared mailboxes.	☐	☐
You can use natural language prompts to create the agent.	☐	☐
You can configure the agent to use another agent as a knowledge source.	☐	☐

Microsoft

正解:

Answer Area

Statements	Yes	No
You can configure the agent to search shared mailboxes.	☒	☐
You can use natural language prompts to create the agent.	☒	☐
You can configure the agent to use another agent as a knowledge source.	☐	☒

Microsoft

Explanation:

Microsoft 365 Copilot agents are designed to integrate with Microsoft 365 data sources and provide flexible, natural-language-driven configuration. Agents can be connected to organizational data such as SharePoint, OneDrive, and Exchange. Since shared mailboxes are part of Exchange Online and accessible through Microsoft Graph (subject to permissions), agents can be configured to search shared mailboxes, making Statement 1 correct.

Microsoft also enables natural language creation of agents, allowing users to describe what the agent should do, its purpose, and behavior using conversational instructions rather than requiring code. This simplifies agent creation and aligns with Copilot's low-code/no-code approach, so Statement 2 is correct.

However, agents cannot use other agents as knowledge sources. Knowledge sources are limited to structured content such as files, sites, and data repositories. Agents operate independently rather than being nested or chained as data sources, making Statement 3 incorrect.

Thus, the correct answers are Yes, Yes, No.

質問: 19

Microsoft 365 Copilot の会話が開いています。

会話中は、Agent1という名前のエージェントとチャットする必要があります。

Agent1を呼び出すには、何を入力すればよいですか？

A. [Agent1]

B. #Agent1

C. /Agent1

D. @Agent1

正解: (正解を表示します)

In Microsoft 365 experiences, the standard way to invoke or reference people and specific resources in- context is by using the @mention pattern. Microsoft 365 Copilot extends this familiar interaction model to agents: when you want to switch to, invoke, or direct a question to a specific agent from within an existing Copilot conversation, you use @ followed by the agent's name. This makes the agent selection explicit and reduces ambiguity about which assistant or capability you want to use for the next turn.

The other syntaxes listed are commonly associated with different systems: square brackets are not used for agent invocation, hashtags are typically used for topics/tags, and slash commands are used in some chat applications for command execution-but they are not the standard method for calling a Copilot agent in Microsoft 365 Copilot Chat. Therefore, to chat with an agent named Agent1 during an open Copilot conversation, you should enter @Agent1 .

質問: 20
文を正しく完成させる選択肢を選びなさい。

Answer Area



When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

the Configure tab
a Copilot notebook
a Copilot page
the Describe tab

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

the Configure tab
a Copilot notebook
a Copilot page
the Describe tab

Answer Area

When you are creating an agent in Microsoft 365 Copilot, you can leverage generative AI to build the agent by using

the Describe tab

The Describe tab is where you leverage generative AI to help build an agent by describing what you want the agent to do in natural language. Instead of manually configuring everything first, you provide the agent's purpose, target users, tone, and the tasks it should perform (for example: "Create an onboarding agent that answers HR policy questions in a friendly tone and references SharePoint policies"). Copilot then uses that description to propose an initial agent setup-such as suggested behaviors, starter prompts, and structure- accelerating agent creation and improving consistency. By contrast, the Configure tab is typically used to fine-tune and finalize settings (such as knowledge sources, actions, and other parameters) after the agent concept is established. A Copilot notebook or Copilot page can help organize content and outputs, but they are not the primary place where generative AI "builds" the agent definition. Using the Describe tab reflects best practice: start with clear intent and constraints, then refine configuration for governance, accuracy, and usability.

質問: 21
WebブラウザーからMicrosoft 365 Copilotにアクセスする必要があります。どのURLを使用すればよいですか？
A. <https://m365.cloud.microsoft>
B. <https://copilotstudio.microsoft.com>

- C. <https://myapps.microsoft.com>
- D. <https://myaccount.microsoft.com>

正解: **A** ([コメントを发表する](#))

Microsoft 365 Copilot can be accessed via its dedicated web experience for enterprise users. The correct web entry point for Microsoft 365 Copilot is <https://m365.cloud.microsoft> , which provides authenticated access to Copilot features within the Microsoft 365 environment.

This URL routes users into the Microsoft 365 ecosystem where Copilot integrates with organizational data such as SharePoint, OneDrive, Teams, and Outlook. It ensures that users are authenticated through Microsoft Entra ID and that access controls are enforced according to tenant policies.

Option B refers to Copilot Studio, which is used to build and manage custom copilots and agents rather than access the Microsoft 365 Copilot chat experience. Option C (My Apps) is a general application launcher portal. Option D is an incorrect account management URL and does not provide Copilot access.

Therefore, to access Microsoft 365 Copilot from a web browser, the correct URL is <https://m365.cloud.microsoft> .

質問: 22

あなたは同僚とMicrosoft 365 Copilotについて話し合っています。同僚は、CopilotがWorkスコープを使用する際に、質問に答えるためにどのデータを使用するのかを尋ねました。同僚に何と伝えるべきでしょうか？

- A. コパイロットは、コパイロットが訓練を受けた一般的な知識のみに基づいて応答します。
- B. Copilot は、組織の Microsoft 365 環境内のすべてのデータと、Copilot がトレーニングを受けた一般的な知識に基づいて応答を提供します。
- C. コパイロットは、ユーザーがアクセスできるデータと、コパイロットがトレーニングを受けた一般的な知識のみに基づいて応答を提供します。
- D. Copilotは、ユーザーがアクセスできるデータのみに基づいて応答を提供します。

正解: **C** ([コメントを发表する](#))

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.

質問: 23

Microsoft 365 Copilot の会話が複数存在します。

会話をまとめておけば、より簡単に検索できるだけでなく、会話間で同じ参照資料を共有できます。

目標を達成するための最善策は何ですか？複数の選択肢が目標を達成する可能性があります。最も適切な選択肢を選んでください。

- A. ノート
- B. エージェント
- C. アプリ
- D. ページ

正解: ([正解を表示します](#))

In Microsoft 365 Copilot, notebooks are designed to organize related work into a single, reusable workspace.

A notebook can group multiple Copilot conversations and associate them with shared reference materials (for example, the same set of files, links, or notes). This directly addresses both requirements in the question: (1) making conversations easier to find by collecting them in one place, and (2) enabling those conversations to use the same reference sources for grounding and continuity.

An agent is best when you want a specialized Copilot experience with predefined instructions, capabilities, and (optionally) a configured knowledge source. However, an agent does not primarily function as a

"container" to gather and organize multiple existing conversations.

A page is used to capture and edit output (such as a generated report) for collaboration, not to organize multiple conversations with shared references. An app is a broader product surface and does not solve the conversation organization requirement.

Therefore, the best solution is to use a notebook .

質問: 24

ある企業が、Microsoft 365サービスのデフォルト設定を使用している。
Microsoft 365 Copilotの会話は、最長でどのくらいの期間保持できますか？

A. 30日間

B. 無期限

C. 1年

D. 90日

正解: ([正解を表示します](#))

Comprehensive and Detailed 150 to 200 words of Explanation Microsoft AI Business professional documents:

Microsoft 365 Copilot conversation retention is governed by Microsoft Purview Data Lifecycle Management and an organization ' s retention policies. Under the default Microsoft 365 configuration , no automatic retention period is configured specifically for Copilot conversations. This means Copilot interactions remain subject to the organization ' s existing Microsoft 365 retention configuration and are retained indefinitely until a retention or deletion policy is applied or a user deletes the conversation (where permitted by organizational policy).

Microsoft introduced dedicated retention policies for Copilot so administrators can configure periods such as 30 days or other business-specific durations, but these are administrator-configured policies , not default behavior.

Therefore, options A (30 days) and D (90 days) represent examples of configurable retention periods rather than the default. Option C (one year) is not the default Microsoft setting. With Microsoft 365 services using their default configuration and no explicit retention policy configured, Copilot conversations can be retained indefinitely , subject to organizational compliance requirements and any future administrator-defined retention policies.

質問: 25

Microsoft 365 Copilot の研究者エージェントを使用してプロンプトを実行します。

以下の各記述について、正しい場合は 「はい」を選択してください。そうでない場合は 「いいえ」を選択してください。

注：正解ごとに1ポイントが加算されます。

Answer Area		
Statements	Yes	No
You can continue the conversation in Copilot in Word.	☐	☐
You can continue the conversation in Copilot for Teams.	☐	☐
You can continue the conversation in Copilot in Outlook.	☐	☐

正解:

Answer Area		
Statements	Yes	No
You can continue the conversation in Copilot in Word.	☒	☐
You can continue the conversation in Copilot for Teams.	☒	☐
You can continue the conversation in Copilot in Outlook.	☒	☐

Explanation:

You can continue the conversation in Copilot in Word.

The answer: Yes

You can continue the conversation in Copilot for Teams.

The answer: Yes

You can continue the conversation in Copilot in Outlook.

The answer: Yes

Microsoft 365 Copilot provides cross-application continuity across supported Microsoft 365 apps. When using the Researcher agent, users can continue or extend their work within applications such as Word, Teams, and Outlook.

In Word, users can incorporate research results directly into drafted documents, enabling seamless transition from research to content creation. In Teams, Copilot supports contextual collaboration by allowing insights from research to inform meetings or chats. In Outlook, findings can be referenced to compose informed and data-driven communications.

This interoperability is enabled by Microsoft Graph integration, which allows Copilot to securely access and contextualize enterprise data across applications while respecting organizational permissions.

These capabilities demonstrate effective management of prompts and conversations by maintaining workflow continuity, enhancing productivity, and supporting enterprise-grade collaboration powered by generative AI.

質問: 26

Microsoft 365 Copilot アプリでは、テンプレートを使用してエージェントを作成します。

以下の各記述について、正しい場合は「はい」を選択してください。そうでない場合は「いいえ」を選択してください。

注：正解ごとに1ポイントが加算されます。

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.	☐	☐

正解:

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.	☒	☐

Explanation:

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.	☒	☐

When creating an agent in the Microsoft 365 Copilot app using a template, administrators or authorized users can configure specific behaviors and knowledge sources for the agent. Therefore, it is correct that you can choose which knowledge sources the agent can use. This ensures proper grounding in approved Microsoft 365 data such as SharePoint sites, OneDrive folders, or other organizational repositories. Controlling knowledge sources supports responsible AI principles, including data security, relevance, and compliance. Agents created within Microsoft 365 are designed primarily for internal organizational use. As a result, sharing the agent with users inside the organization is supported, enabling collaboration and productivity improvements across teams. However, sharing the agent with external users is not supported by default. External sharing would introduce security and compliance risks, so Microsoft enforces tenant-level boundaries to protect enterprise data. These capabilities reflect best practices in managing AI prompts and agents securely within enterprise environments.

図に示すように、職場のアカウントを使用してMicrosoft 365 Copilotアプリにサインインします。
同僚から、Microsoft 365 Copilot アプリを開くと、研究者エージェントにアクセスできると聞きました。あなたも研究者エージェントにアクセスする必要があります。
あなたはどうすべきでしょうか？

- A. Microsoft Edge から、職場のアカウントを使用して https://copilot.microsoft.com にサインインします。
- B. エージェントを探索」を選択し、次に 研究者」を検索します。
- C. 個人アカウントを使用してCopilotアプリにサインインします。
- D. 管理者から Microsoft 365 Copilot ライセンスをリクエストします。

正解: (正解を表示します)

In Microsoft 365 Copilot, agents such as Researcher are accessed through the Agents experience within the Copilot app. If the user interface does not immediately display a specific agent, the correct action is to browse or search the available agents catalog. The exhibit shows the left navigation pane with an Explore agents option.

According to Microsoft AI Business Professional guidance, built-in and custom agents can be discovered and enabled through the Explore agents section. If the user already has the appropriate Copilot license and is signed in with their work account, there is no need to switch accounts or request another license.

Signing in through a browser does not change feature availability, and using a personal account would remove access to organizational features. Therefore, to access the Researcher agent, you should select Explore agents and search for Researcher.

質問: 28

Microsoft 365 Copilot を使用します。
以下の各記述について、正しい場合は 「はい」を選択してください。そうでない場合は 「いいえ」を選択してください。
注：正解ごとに1ポイントが加算されます。

Answer Area

Statements	Yes	No
You can delete your conversation history only if your administrator allows you to do so.	☐	☐
When you delete a conversation, the associated files stored in Microsoft SharePoint are also deleted.	☐	☐
When you uninstall a Copilot agent, all the conversations associated with the agent are retained.	☐	☐

正解:

Answer Area

Statements	Yes	No
You can delete your conversation history only if your administrator allows you to do so.	☒	☐
When you delete a conversation, the associated files stored in Microsoft SharePoint are also deleted.	☐	☒
When you uninstall a Copilot agent, all the conversations associated with the agent are retained.	☒	☐

Explanation:

Microsoft 365 Copilot operates within enterprise governance and compliance controls. For conversation history, tenant administrators can configure retention and deletion policies. Therefore, users can delete conversation history only if allowed by administrative policy, making Statement 1 correct.

Deleting a Copilot conversation removes the chat interaction but does not delete underlying source files such as documents stored in SharePoint or OneDrive. These files are governed independently by Microsoft 365 storage and retention policies. Hence, Statement 2 is incorrect.

When a Copilot agent is uninstalled, it removes access to the agent interface but does not delete previously generated conversations. Conversations are stored as part of user activity history and remain available unless explicitly deleted (subject to policy). Therefore, Statement 3 is correct.

Thus, the correct responses are Yes, No, Yes .

質問: 29

あなたはMicrosoft 365 Copilotを使用して、Microsoft Wordでの生産性を向上させています。

WordのCopilotを使用することで、どのような2つのタスクを実行できますか？

- A. 文書の見出しに基づいて目次を挿入します。
- B. 特定のテキストと書式を設定したカスタム透かしを挿入します。
- C. 文書の要点をまとめた要約を作成します。
- D. 会社の文書基準に合わせてページ余白をカスタマイズします。

正解: [\(正解を表示します\)](#)

Copilot in Word assists with content generation, summarization, rewriting, and structural organization. It can analyze document headings and insert a table of contents based on structured heading styles, supporting document navigation. It can also generate summaries of key points, which aligns directly with generative AI text analysis capabilities.

Custom watermark formatting and precise page margin configuration are traditional Word formatting functions and are not core generative AI capabilities of Copilot.

Therefore, the correct answers are A and C.

質問: 30

あなたはMicrosoft 365のサブスクリプションをお持ちです。

お客様はMicrosoft 365 Copilotライセンスをお持ちではありません。

以下の各記述について、正しい場合は「はい」を選択してください。そうでない場合は「いいえ」を選択してください。

注：正解ごとに1ポイントが加算されます。

Answer Area		
Statements	Yes	No
Microsoft 365 Copilot Chat lets you upload documents from your local computer.	☐	☐
Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.	☐	☐
Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.	☐	☐

正解:

Answer Area

Statements

Microsoft 365 Copilot Chat lets you upload documents from your local computer.

Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.

Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.

Yes No

☒ ☐

☒ ☐

☐ ☒

Explanation:

Answer Area

Statements

Microsoft 365 Copilot Chat lets you upload documents from your local computer.

Microsoft 365 Copilot Chat is included with Microsoft 365 Business Standard.

Microsoft 365 Copilot Chat lets you create and use agents that can access Microsoft SharePoint folders.

Yes No

☒ ☐

☒ ☐

☐ ☒

Microsoft 365 Copilot Chat is included at no additional cost for users with qualifying Microsoft 365 subscriptions such as Business Basic, Business Standard, Business Premium, E3, and E5. Therefore, users without a Microsoft 365 Copilot add-on license can still access Copilot Chat.

Copilot Chat allows users to upload documents from their local device within a session for summarization, analysis, and drafting assistance. However, advanced enterprise-integrated features-such as creating agents that access organizational SharePoint folders-require a Microsoft 365 Copilot license.

Agent creation and enterprise data grounding leverage Microsoft Graph integration and are considered premium Copilot capabilities tied to licensed Copilot services.

This distinction reflects Microsoft's licensing model: baseline AI chat access is included with qualifying subscriptions, while deep Microsoft 365 app integration and enterprise data agents require the additional Copilot license.

質問: 31

あなたはMicrosoft 365 Copilotライセンスをお持ちです。

複数のプロンプトを実行する予定です。

Copilotが各プロンプトに対して最適な応答を生成するようにするには、何を使用すればよいでしょうか？複数の選択肢が目的を達成できる場合があります。回答するには、回答エリアで最適なオプションを選択してください。

注：正解ごとに1ポイントが加算されます。

Answer Area

Prompt 1: From /Feedback_Q1-Q3.xlsx, consolidate all the sheets, categorize the feedback by theme, compute the positive/negative sentiment by product line, and visualize the top five drivers.

The Analyst agent

Chat

The Researcher agent

Prompt 2: Using our SharePoint folder '/Go-To-Market/2025' and reputable web sources, produce a 1-page brief about AI trends that includes five key insights, citations, and callouts on gaps/risks.

The Analyst agent

Chat

The Researcher agent

Prompt 3: For a VP, prepare a polished executive email that distills the strategic priorities, critical decisions, and immediate next steps from the attached Strategic_Plan_2025.docx, ensuring that the tone aligns with senior leadership's communication standards.

The Analyst agent

Chat

The Researcher agent

正解:

Answer Area

Prompt 1: From /Feedback_Q1-Q3.xlsx, consolidate all the sheets, categorize the feedback by theme, compute the positive/negative sentiment by product line, and visualize the top five drivers.

The Analyst agent

Chat

The Researcher agent

Prompt 2: Using our SharePoint folder '/Go-To-Market/2025' and reputable web sources, produce a 1-page brief about AI trends that includes five key insights, citations, and callouts on gaps/risks.

The Analyst agent

Chat

The Research agent

Prompt 3: For a VP, prepare a polished executive email that distills the strategic priorities, critical decisions, and immediate next steps from the attached Strategic_Plan_2025.docx, ensuring that the tone aligns with senior leadership's communication standards.

The Analyst agent

Chat

The Researcher agent

Explanation:

Answer Area

Prompt 1: From /Feedback_Q1–Q3.xlsx, consolidate all the sheets, categorize the feedback by theme, compute the positive/negative sentiment by product line, and visualize the top five drivers.

The Analyst agent



Prompt 2: Using our SharePoint folder '/Go-To-Market/2025' and reputable web sources, produce a 1-page brief about AI trends that includes five key insights, citations, and callouts on gaps/risks.

The Researcher agent



Prompt 3: For a VP, prepare a polished executive email that distills the strategic priorities, critical decisions, and immediate next steps from the attached Strategic_Plan_2025.docx, ensuring that the tone aligns with senior leadership's communication standards.

Chat



Use the Analyst agent for Prompt 1 because it is optimized for structured data work: consolidating worksheets, performing calculations, sentiment breakdowns by category (product line), and producing visualizations. These tasks align with analysis-style workflows where quantitative processing and charting are required.

Use the Researcher agent for Prompt 2 because it is designed to synthesize information from multiple sources, including SharePoint content plus web grounding, and to produce a well-structured brief with citations. Researcher is best when you need evidence-backed insights, reputable sourcing, and an organized narrative with risks and gaps.

Use Chat for Prompt 3 because the goal is drafting a refined executive email based on an attached document with tone control and communication standards. Chat excels at business writing, rewriting, tone adjustment, and producing polished communications without needing the deeper research workflow or heavy data analytics specialization.

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スカウント、特別な割引コード: **JPNshiken**」

質問: 32

Microsoft 365 Copilot の会話におけるプロンプトの正確性を向上させる必要があります。この目標を達成するための最適なアプローチは何ですか？複数の選択肢で目標を達成できる可能性があります。最適な回答を選択してください。

- A. より短いプロンプトを使用してください。
- B. 希望する出力形式を指定します。
- C. 専門用語は避けてください。
- D. 特定のファイルを参照します。

正解: (正解を表示します)

Prompt-grounding means ensuring Copilot's response is based on authoritative, relevant source material rather than inferred or generalized information. Microsoft guidance for Copilot emphasizes that the most effective way to ground responses is to explicitly point Copilot to the content you want it to use-such as specific SharePoint documents, OneDrive files, emails, meeting notes, or other Microsoft 365 resources the user has permission to access.

Option D is therefore the best answer because referencing specific files anchors Copilot's reasoning to the exact material that should be used for facts, terminology, and details. This reduces hallucinations (fabrication) and improves accuracy and traceability, especially when Copilot can provide citations back to the referenced sources.

Option B (desired output format) improves structure and readability but does not, by itself, ground content. Option A can sometimes improve clarity, but shorter prompts do not guarantee grounding. Option C may help comprehension in some cases, but it is not a grounding strategy and can be counterproductive if the source material is technical. Therefore, the best approach to improve prompt-grounding is to reference specific files .

質問: 33

以下の各設問について、該当する場合は「はい」を選択してください。該当しない場合は「いいえ」を選択してください。注：正解ごとに1点が加算されます。

Answer Area

Statements

Microsoft 365 Copilot can surface data from Microsoft Teams chats.

Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.

Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.

Yes

No

正解:

Answer Area

Statements

Microsoft 365 Copilot can surface data from Microsoft Teams chats.

Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.

Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.

Yes

No

Explanation:

Answer Area

Statements

Microsoft 365 Copilot can surface data from Microsoft Teams chats.

Yes

No



Microsoft 365 Copilot can schedule, draft, and send emails based on certain conditions.



Microsoft 365 Copilot can summarize, draft, and answer questions about content from Microsoft Teams meetings.



Microsoft

Microsoft 365 Copilot can use Microsoft Graph-grounded data (based on the user's permissions) to help users work with Microsoft 365 content. This includes surfacing and summarizing information from Teams chats, so statement 1 is true. Copilot can also summarize and generate content related to Teams meetings (for example, meeting recap details, key discussion points, and follow-up actions when meeting artifacts such as transcript/notes are available), and it can answer questions and draft related content-so statement 3 is true. Statement 2 is false because, while Copilot can draft emails and help prepare messages, it does not independently schedule and send emails automatically "based on conditions" as a native Copilot function.

Conditional sending is typically handled through workflow automation tools (for example, Power Automate) and still requires appropriate configuration, permissions, and governance. In enterprise environments, this separation helps reduce risk by ensuring that automated outbound communication remains controlled, auditable, and compliant.

質問: 34

あなたはMicrosoft 365のサブスクリプションをお持ちです。

お客様はMicrosoft 365 Copilotライセンスをお持ちではありません。

Microsoft 365 Copilot Chat でプロンプトを送信すると、Copilot Chat はどの 3 つの情報源を使用して応答しますか？それぞれの正解は、解決策の一部を示しています。

注：正解ごとに1ポイントが加算されます。

- A. Microsoft Teams のチャットデータ
- B. 組織のデータベース
- C. プロンプトのコンテキスト
- D. Microsoft 365 の組織データ
- E. インターネット検索データ
- F. 会話履歴

正解: ([正解を表示します](#))

When you use Microsoft 365 Copilot Chat without a Microsoft 365 Copilot license, Copilot Chat operates in a

"general" mode rather than a Microsoft Graph-grounded work mode. In this configuration, Copilot does not have the entitlement to access and reason over your organization's protected Microsoft 365 content (such as SharePoint sites, OneDrive files, Outlook mail, Teams messages, or other tenant resources). It also does not connect directly to your organization's internal databases unless separate, explicitly configured integrations exist.

Instead, Copilot relies on three primary sources to generate a response: (1) the prompt context you provide in the current request (what you ask, plus any text you paste), (2) the conversation history within the current chat thread to maintain continuity, and (3) internet search data (when web grounding is available) to supplement general knowledge with up-to-date public information.

Therefore, the correct selections are C (prompt context), E (internet search data), and F (conversation history) , while organizational Microsoft 365 data and Teams chat data are not used without the Copilot license.

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