

Microsoft AB-730: 14-Day Practice Plan

AI Business Professional (AB-730): the no-coding Microsoft 365 Copilot certification. Work through one row a day, 30 to 45 minutes a day, and tick the box when the practice task is done. Skills outline: measured as of October 20, 2026. Full guide at studyfromnotes.com.

Day	Focus	Practice task	Done
1	Orientation	Read the official AB-730 study guide. Note the four domains and weights.	☐
2	Generative AI fundamentals	Run one question in Copilot Chat, Word and Excel. Compare the answers.	☐
3	Responsible AI and data protection	Verify every claim in one AI output against its source.	☐
4	Prompt craft	Rewrite three weak prompts with goal, context, sources and format.	☐
5	Prompt management	Save your top prompts, schedule one recurring prompt, set up a Notebook.	☐
6	Chats and memory	Organize past chats. Review how memory and instructions shape responses.	☐
7	Excel with Copilot	Run a variance analysis on a profit and loss table with Copilot.	☐
8	Word and PowerPoint	Draft a report, summarize a long document, build a short deck.	☐
9	Meetings and collaboration	Prepare a meeting brief. Use Intelligent recap and Pages after it.	☐
10	Prebuilt agents	List three workflows a prebuilt agent could improve. Test one.	☐
11	Copilot Cowork	Delegate one multi-step task to Cowork. Review its plan, then output.	☐
12	Agents judgment	Choose prebuilt, Cowork, custom or none for five work scenarios.	☐
13	Weak-spot review	Re-read your weakest domain objectives and repeat its practice tasks.	☐
14	Exam readiness	Try the official exam sandbox, review the revision box, book the exam.	☐

Domain weights to remember: Generative AI fundamentals 25-30%. Prompts and chats, business content and collaboration, and agents at 20-25% each. Passing score: 700. US list price: \$99 (price is set by region). Exam length: 45 minutes.

AB-730 Prompt Practice Checklist

Run each prompt on your own work files, judge the output, and refine the prompt before you tick it off. These are practice tasks, not exam questions.

Outlook

☐	Summarize this thread, list what is asked of me, and draft a reply confirming both actions.
☐	Draft a polite payment reminder for an invoice 30 days overdue, firm on the date, professional in tone.

Word

☐	Turn these month-end notes into a management report with summary, key movements, risks and next steps.
☐	Summarize this document into a one-page brief with decisions that affect the finance team.

Excel

☐	Explain the three largest movements in this profit and loss table versus last month, and list figures to verify.
☐	Highlight customers whose overdue balance grew this month. Draft a summary for a collections update.

PowerPoint

☐	Build a five-slide summary of this report with one chart showing the revenue trend.
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Teams

☐	Prepare a brief for tomorrow's budget meeting from related emails, documents and chats.
☐	From this recap, list decisions, owners and deadlines in a table.

Agents and Copilot Cowork

☐	Gather the reporting pack inputs, draft the pack in order, and show me your plan first.
☐	Pick one recurring monthly task and decide: prebuilt agent, Cowork, or no agent. Write down why.

Final check before exam day

☐	I can explain how Work IQ and context change Copilot responses.
☐	I verify AI output with citation checks and human review before I use it.
☐	I can save, schedule and share a prompt, and organize work in a Notebook.
☐	I know when to choose a prebuilt agent, Copilot Cowork, or no agent at all.
☐	I have tried the official exam sandbox and confirmed my booking details.

Free printable from the Microsoft AB-730 exam guide at studyfromnotes.com. Facts checked against the official Microsoft Learn AB-730 study guide (skills measured as of October 20, 2026).