

# AB-900 Exam Prep

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## Course Overview

This 4-hour instructor-led exam preparation session is designed to help learners prepare for the Microsoft AB-900: Microsoft 365 Copilot and Agent Administration Fundamentals certification exam. The session focuses on understanding Microsoft 365 core services, Copilot and agent administration concepts, identity and security fundamentals, governance, compliance, and exam-taking strategies.

## Course Duration

4 Hours

## Prerequisites

There are no mandatory prerequisites for this course. However, basic familiarity with Microsoft 365, cloud concepts, and security fundamentals would be beneficial.

## Learning Objectives

- Understand the structure and objectives of the AB-900 certification exam
- Identify core Microsoft 365 services and administration concepts
- Describe Microsoft 365 Copilot and agent capabilities
- Understand identity, security, governance, and compliance fundamentals
- Recognize common exam question patterns and strategies
- Prepare effectively using Microsoft Learn paths, practice tests, and revision techniques

## Module 1: Introduction to AB-900 Certification (30 Minutes)

- Overview of Microsoft AB-900 Certification
- Target Audience and Career Benefits
- Skills Measured in the Exam
- Certification Path and Related Microsoft Certifications
- Understanding Microsoft 365 Copilot and Agents
- Overview of Microsoft 365 Ecosystem

### Exam Overview

- Exam Duration
- Question Types
- Passing Score
- Exam Registration Process
- Exam Policies and Guidelines
- Online vs Test Center Exam Experience

## **Module 2: Microsoft 365 Core Services Fundamentals (60 Minutes)**

- Microsoft 365 Core Services Overview
- Exchange Online
- SharePoint Online
- Microsoft Teams
- OneDrive
- Microsoft Entra ID
- Users, Groups, and Roles
- Licensing Fundamentals
- Admin Centers Overview
- Authentication Basics
- Single Sign-On (SSO)
- Multi-Factor Authentication (MFA)
- Conditional Access Fundamentals

## **Module 3: Copilot and Agent Administration Fundamentals (60 Minutes)**

- Introduction to Microsoft 365 Copilot
- Understanding AI and Generative AI Concepts
- Copilot Integration Across Microsoft 365 Apps
- Word, Excel, Outlook, Teams, and PowerPoint
- Copilot Licensing and Requirements
- Enabling and Managing Copilot
- Overview of Copilot Agents
- Agent Lifecycle and Management Concepts
- Responsible AI Principles
- Microsoft Graph and Data Access Concepts

## **Module 4: Security, Compliance, Governance, and Data Protection (45 Minutes)**

- Microsoft Security Concepts
- Zero Trust Fundamentals
- Microsoft Defender Overview
- Microsoft Purview Overview
- Data Loss Prevention (DLP)
- Sensitivity Labels
- Compliance and Governance Basics
- Data Protection Concepts for Copilot
- Access Control and Permissions

## **Module 5: Exam Preparation Strategy and Practice Review (45 Minutes)**

- How to Study for AB-900 Effectively
- Recommended Microsoft Learn Paths
- Understanding the Official Study Guide
- Practice Assessments and Mock Exams
- Time Management During the Exam
- Eliminating Incorrect Answers

- Understanding Microsoft Question Patterns
- Last-Minute Revision Strategy

## **Recommended Microsoft Learn Resources**

- Microsoft Learn: AB-900 Study Guide
- Microsoft Learn: Microsoft 365 Fundamentals
- Microsoft Learn: Copilot and Agent Administration Fundamentals
- Microsoft Practice Assessment

## **Reference**

Official Microsoft Certification Page:

<https://learn.microsoft.com/en-us/credentials/certifications/microsoft-365-copilot-and-agent-administration-fundamentals/>

Official Study Guide:

<https://learn.microsoft.com/en-us/credentials/certifications/resources/study-guides/ab-900>