

AB-730 Transform business workflows with generative AI

Course Description

In this course, learners will discover how to apply generative AI to streamline daily tasks, enhance decision-making, and drive meaningful business outcomes. Learners will understand how to use Microsoft 365 Copilot and its functionalities to improve their productivity. The course focuses on real-world use cases—no coding required—making it ideal for those who want to confidently integrate AI into their work.

Modules

Module 1: What is generative AI?

- What is generative AI?
 - Understand responsible AI
 - Microsoft 365 Copilot as your workflow companion
 - Knowledge check
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Module 2: Employ Copilot Chat as your AI assistant

- What is Copilot Chat?
 - Write effective prompts to optimize Copilot responses
 - Manage prompts and conversations in Copilot Chat
 - What are Copilot agents?
 - Knowledge check
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Module 3: Draft and refine business content using Microsoft 365 Copilot

- Draft your content using Microsoft 365 Copilot
 - Research and gather information using the Researcher Agent
 - Knowledge check
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Module 4: Analyze and visualize data using Microsoft 365 Copilot

- Analyze data workflows in Excel with Copilot
 - Generate insights using the Analyst Agent
 - Knowledge check
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Module 5: Manage meetings and collaboration using Microsoft 365 Copilot

- Streamline meeting preparation and follow ups with Copilot
 - Enhance collaboration with Copilot Chat, Pages, and Notebooks
 - Knowledge check
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Module 6: Define the role you want Microsoft 365 Copilot to play in your business workflow

- Scenario 1: Prepare weekly status report
- Scenario 2: Build a client proposal deck
- Scenario 3: Create an executive summary