

KOENIG SOLUTIONS • COURSE OUTLINE

AB-730T00: Transform business workflows with generative AI

Learn to use Microsoft 365 Copilot to draft content, analyse data, manage meetings and streamline business workflows.

6

MODULES

21

TOPICS

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

Business Professionals

Knowledge Workers

Administrative Staff

Team Managers

Project Coordinators

LEARNING OBJECTIVES

- Explain what generative AI is and its responsible use
- Describe Microsoft 365 Copilot as a workflow companion
- Write effective prompts to optimise Copilot Chat responses
- Manage prompts, conversations and agents in Copilot Chat
- Draft and refine business content using Microsoft 365 Copilot
- Analyse and visualise data with the Analyst Agent in Excel
- Apply Copilot to streamline meeting preparation and follow-ups
- Apply Copilot to real-world scenarios such as status reports and proposals

6 Modules, 21 Topics

01

What Is Generative AI?

TOPICS

- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion
- Knowledge check

02

Employ Copilot Chat as Your AI Assistant

TOPICS

- What is Copilot Chat?
- Write effective prompts to optimize Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are Copilot agents?
- Knowledge check

03

Draft and Refine Business Content Using Microsoft 365 Copilot

TOPICS

- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent
- Knowledge check

04

Analyze and Visualize Data Using Microsoft 365 Copilot

TOPICS

Analyze data workflows in Excel with Copilot · Generate insights using the Analyst Agent · Knowledge check

05

Manage Meetings and Collaboration Using Microsoft 365 Copilot

TOPICS

- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages, and Notebooks
- Knowledge check

06

Define the Role You Want Microsoft 365 Copilot to Play in Your Business Workflow

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com