

KOENIG SOLUTIONS · COURSE OUTLINE

AB-730T00-A: Transform business workflows with generative AI

1 Day

DURATION

2

MODULES

55

TOPICS

COURSE OVERVIEW

In AB-730T00: Transform business workflows with generative AI, you'll build foundational generative AI skills and learn how to use Microsoft Copilot to improve productivity and support everyday business workflows. You'll progress from Microsoft Copilot Chat and effective prompting to applying Microsoft Copilot across content creation, data analysis, meetings, and collaboration. Through practical, no-code scenarios, you'll also explore responsible AI, Copilot Pages and Notebooks, agents, and Copilot Cowork, including how to delegate multi-step tasks. By the end of the course, you'll be prepared to apply these AI capabilities to streamline your work and drive meaningful business outcomes.

WHO THIS COURSE IS FOR

- AB-730T00: Transform business workflows with generative AI is designed for professionals from a wide range of business functions, such as marketing, sales, operations, product management, customer success, human resources, and finance. The course is suitable for those looking to enhance their productivity, streamline workflows, and confidently demonstrate AI skills in a modern workplace.

COURSE SYLLABUS

2 Modules, 55 Topics

Build foundational generative AI skills

TOPICS

Prepare to use generative AI at work

- Introduction
- What is generative ai
- Understand responsible ai
- Copilot workflow companion
- Knowledge check
- Summary

Explore how Microsoft Copilot Chat works

- Introduction
- Understand microsoft 365 copilot chat
- Access microsoft 365 copilot chat
- Utilize microsoft 365 copilot chat
- Keep your data safe while use copilot chat
- Knowledge check
- Summary

Write effective prompts to achieve optimal results

- Introduction
- Write effective prompt
- Review prompting best practices
- Personalize copilot memory instructions
- Discover share save prompts copilot prompt gallery
- Knowledge check
- Summary

Work smarter with Microsoft Copilot Chat

- Introduction
- Enhance your productivity
- Create collaborate with copilot pages
- Simplify workflows automate tasks copilot agents
- Exercise web prompts

01

Build foundational generative AI skills

TOPICS (CONTINUED)

- Knowledge check
- Summary

02

Enhance business workflows with AI

TOPICS

Draft and refine business content using Microsoft Copilot

- Introduction
- Draft content using copilot
- Research gather researcher agent
- Exercise draft refine content
- Knowledge check
- Summary

Analyze and visualize data using Microsoft Copilot

- Introduction
- Analyze data workflows excel
- Generate insights analyst agent
- Exercise analyze visualize data
- Knowledge check
- Summary

Manage meetings and collaboration using Microsoft Copilot

- Introduction
- Streamline meeting prep
- Enhance collaboration chat pages notebooks
- Exercise manage meetings collaboration
- Knowledge check
- Summary

Enhance business workflows with AI

TOPICS (CONTINUED)

Get more done with Copilot Cowork

- Introduction
- Choose right ai tool
- Understand cowork usage
- How cowork works
- Write effective cowork requests
- See cowork action
- Guardrails limitations responsible use
- Exercise cowork intro
- Knowledge check
- 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

ABOUT 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.

FLEXIBLE DELIVERY

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?

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