AB-730: Transform Business Workflows with Generative AI (1 Day)
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.

This course 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 Outline

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

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

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

Analyze and visualize data using Microsoft 365 Copilot
    Analyze data workflows in Excel with Copilot
    Generate insights using the Analyst Agent
    Knowledge check

Manage meetings and collaboration using Microsoft 365 Copilot
    Streamline meeting preparation and follow ups with Copilot
    Knowledge check

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