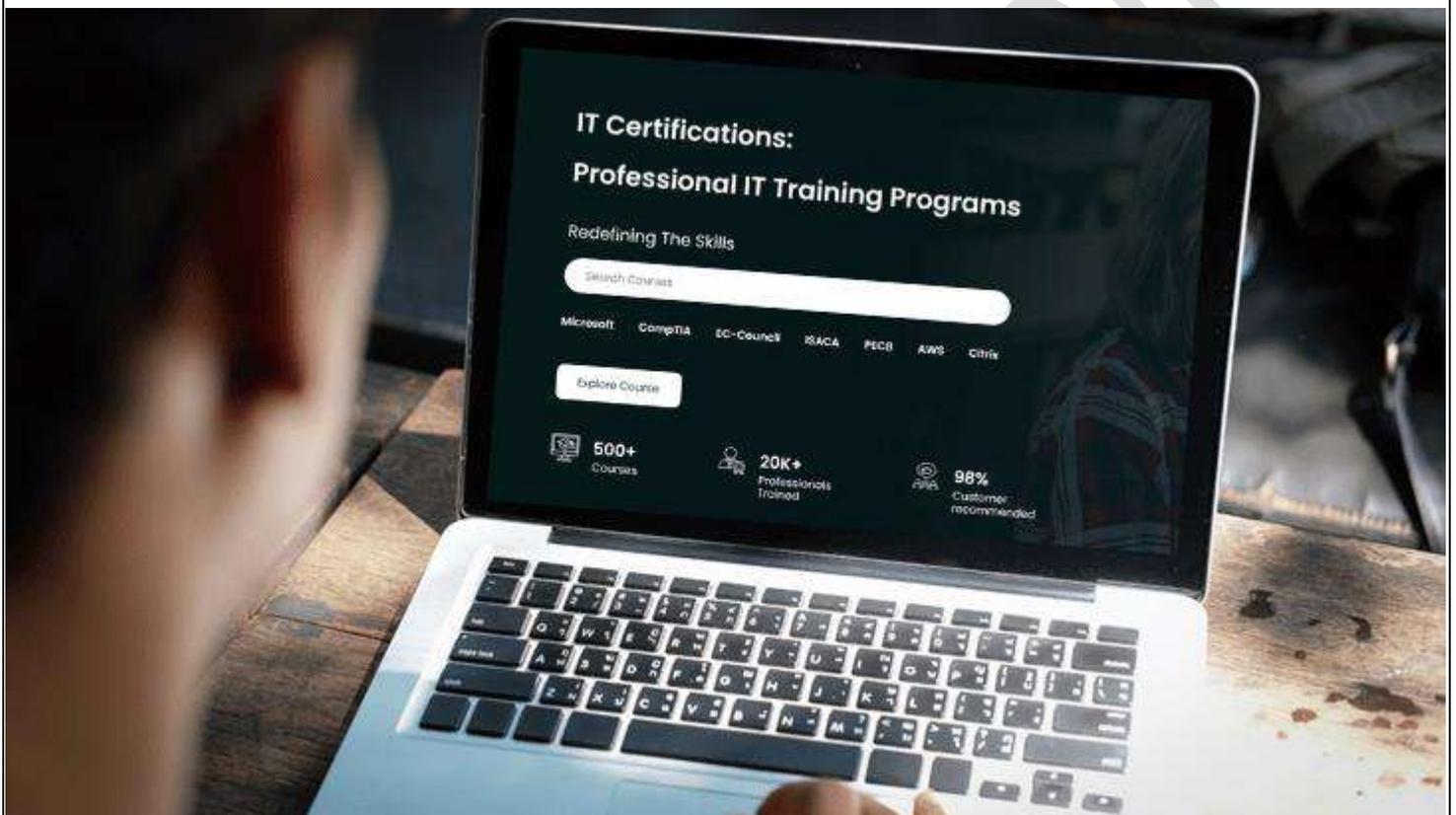# AB-730T00: Transform business workflows with generative AI Training

DURATION: 1 DAY

Course Description

This course helps you understand how generative AI can simplify and improve everyday business tasks. Using Microsoft 365 Copilot, you'll learn how to speed up writing, research, reporting, meetings, and data analysis—all within the tools you already use, like Word, Excel, Outlook, PowerPoint, and Teams. The training focuses on using AI responsibly, adopting it practically, and making smarter decisions through real-world scenarios. By the end, you'll feel confident using AI in your daily work to get better results and save time.

Who should attend this course?

- Business Professional
- Business Managers
- Operations Associate
- HR Managers
- Sales Professionals
- Marketing Analysts

What you will learn

- Understand how generative AI enhances productivity and decision-making in business workflows.
- Explore real-world use cases of Microsoft 365 Copilot to streamline daily tasks.
- Apply AI tools to automate document creation, communication, and data analysis without coding.
- Integrate AI-driven insights to improve collaboration and business outcomes.
- Confidently use Microsoft 365 Copilot functionalities to optimize performance in a modern workplace.

Prerequisites

- Students should have basic functional experience with Microsoft 365 services.

Curriculum

Transform business workflows with generative AI

What is generative AI?

- Describe generative AI and its capabilities.
- Understand the principles of responsible AI and their importance in generative AI applications.
- Explain how Microsoft 365 Copilot leverages generative AI to enhance productivity and streamline workflows.

Employ Copilot Chat as your AI assistant

- Delete prompts you no longer need, keeping your workspace efficient and up-to-date.
- Identify and manage scheduled prompts in the Copilot window.
- Understand how organizational settings impact the availability of scheduled prompts.
- Apply scheduled prompts to automate daily, midweek, and end-of-day business activities for improved productivity.
- Understand how to create and configure an agent

Draft and refine business content using Microsoft 365 Copilot

- Able to leverage Microsoft 365 Copilot for efficient content creation in Word, Outlook, and PowerPoint
- Employ the Researcher agent to gather information and gain deeper insights to enhance your documents

Analyze and visualize data using Microsoft 365 Copilot

- Leverage Microsoft 365 Copilot for data analysis and visualization in Excel
- Employ the Analyst Agent to gather insights and enhance your data presentations.

Manage meetings and collaboration using Microsoft 365 Copilot

- Use Microsoft 365 Copilot to follow up on meetings by summarizing email threads
- Capture real-time insights and automate note-taking during meetings, generate post-meeting summaries and action items, draft effective follow-up emails, and leverage Copilot Pages and Notebooks for shared planning and deeper analysis.

Define the role you want Microsoft 365 Copilot to play in your business workflow

- Understand that there is no one way to employ Microsoft 365 Copilot in your business workflows.
- Able to evaluate different scenarios and determine how Copilot can best assist you based on your specific needs and context.
- Work through three distinct scenarios, each illustrating a different use case for Copilot in a business setting.

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