

# Transform business workflows with generative AI (AB-730T00)

**Price:** 695

**Duration:**

**Delivery Methods:** Virtual

## Overview

### [Description](#)

In this course, learners 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 Should Attend?

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

### Prerequisites

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

### Course Objectives

- 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.

## **Transform business workflows with generative AI (AB-730T00) Outline**

### **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.

**Course Schedule**

Date	Time	Price	Options
06/15/2026	08:00 AM - 03:30 PM CT	695.00	<a href="#">Buy Now</a> <a href="#">Enroll</a>

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## **FAQ**

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### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

### **What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.