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
04/29/2026	08:00 AM - 03:30 PM CT	695.00	**Buy Now** **Enroll**
06/15/2026	08:00 AM - 03:30 PM CT	695.00	**Buy Now** **Enroll**

Why Professional Choose TOPTALENT?

Dedicated Texas-Based Support

Get assistance every step of the way from our **Texas-based team**, ensuring your training experience is hassle-free and aligned with your goals.

3000+ Curated Professional Courses

Access an extensive portfolio of over 3000 courses across IT, Business Application and Leadership – Designed to meet evolving Industry demands

95% Client Approval Rating

Trusted by professionals nationwide our 95% approval rating reflects consistent quality, measurable impact and exceptional service.

Certified Industry Instructor

Learn from professionaly certified experts with real world experience and a proven commitment to learner success.

For questions

call:

[(469) 721-6100](tel:4697216100)

Email:

info@toptalentlearning.com

[Find More Training](#)

FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

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.