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

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