

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

Duration: 1 day

Audience: Pour tous

Who is this training for?

AB-730T00: Transform business workflows with generative AI 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.

Training objectives

By the end of this course, students will be able to:

- Explain the concept of generative AI and its applications.
- Identify and understand responsible AI practices.
- Define Microsoft 365 Copilot's core functionalities.
- Understand what an Agent is, and when to create or manage agents.
- Write effective prompts to maximize Copilot's responses.
- Manage prompts and conversations with Copilot Chat.
- Draft, analyze, and visualize business content using Copilot.
- Manage meetings and collaboration using Copilot

Summary

In AB-730T00: Transform business workflows with generative AI, 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.

Course outline

Learning Path 1 – Transform business workflows with generative AI

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Module 1 – What is generative AI?

- Module 2 – Employ Copilot Chat as your AI assistant
- Module 3 – Draft and refine business content using Microsoft 365 Copilot
- Module 4 – Analyze and visualize data using Microsoft 365 Copilot
- Module 5 – Manage meetings and collaboration using Microsoft 365 Copilot
- Module 6 – Define the role you want Microsoft 365 Copilot to play in your business workflow

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually discover how to design and manage analytics solutions with Power BI through hands-on exercises inspired by real-world business scenarios, promoting immediate application of the learnings.

They learn how to prepare and model data, create impactful visualizations, develop interactive reports and dashboards, and apply analytical techniques to support data-driven decision-making.

Led by a Microsoft Certified Trainer (MCT), the training emphasizes interactivity and the development of practical, transferable skills for effectively using Power BI in a professional environment.

Prerequisites

Students should have the following knowledge and experience before attending this course:

- Experience using generative AI-powered productivity tools, including Microsoft 365 Copilot, Re-searcher, and Analyst.
- Basic understanding of Microsoft 365 and should be comfortable navigating core apps, such as Outlook, Word, Microsoft Teams, PowerPoint, and Excel.
- Familiarity with common business processes, including drafting emails, creating presentations, generating images, and managing documents.

Recommendations

Basic functional experience with Microsoft 365 services is recommended, including common use of applications such as Word, Excel, Outlook, Teams, or PowerPoint.

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