

AB 730- Transform Business Workflows with Generative AI



Days: 1

Audience: This course 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.

Description: In this course, 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.

OUTLINE:

LESSON 1 - WHAT IS GENERATIVE AI?

- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion

LESSON 2 - EMPLOY COPILOT CHAT AS YOUR AI ASSISTANT

- What is Copilot Chat?
- Write effective prompts to optimize Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are Copilot agents?

LESSON 3 - DRAFT AND REFINE BUSINESS CONTENT USING MICROSOFT 365 COPILOT

- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent

LESSON 4 - ANALYZE AND VISUALIZE DATA USING MICROSOFT 365 COPILOT

- Analyze data workflows in Excel with Copilot
- Generate insights using the Analyst Agent

LESSON 5 - MANAGE MEETINGS AND COLLABORATION USING MICROSOFT 365 COPILOT

- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages, and Notebooks

LESSON 6 - DEFINE THE ROLE YOU WANT MICROSOFT 365 COPILOT TO PLAY IN YOUR BUSINESS WORKFLOW

- Scenario 1: Prepare weekly status report
- Scenario 2: Build a client proposal deck
- Scenario 3: Create an executive summary