AB-730T00: Transform business workflows with generative AI

Course Description

In AB-730T00: Transform business workflows with generative AI, you'll build foundational generative AI skills and learn how to use Microsoft Copilot to improve productivity and support everyday business workflows. You'll progress from Microsoft Copilot Chat and effective prompting to applying Microsoft Copilot across content creation, data analysis, meetings, and collaboration. Through practical, no-code scenarios, you'll also explore responsible AI, Copilot Pages and Notebooks, agents, and Copilot Cowork, including how to delegate multi-step tasks. By the end of the course, you'll be prepared to apply these AI capabilities to streamline your work and drive meaningful business outcomes.

Course Duration

1 day

Prerequisites

- Basic familiarity with Microsoft 365
- Basic understanding of everyday business workflows and tasks

Course Outline

- Prepare to use generative AI at work
- Explore how Microsoft Copilot Chat works
- Write effective prompts to achieve optimal results
- Work smarter with Microsoft Copilot Chat
- Draft and refine business content using Microsoft Copilot
- Analyze and visualize data using Microsoft Copilot
- Manage meetings and collaboration using Microsoft Copilot
- Get more done with Copilot Cowork

Who Should Attend

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.