Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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AB-730T00: Transform business workflows with generative AI

CODE:	LENGTH:	PRICE:
MCS_AB-730T00	8 Hours (1 day)	€550.00

Description

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.

Audience

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.

Prerequisites

Students should have basic functional experience with Microsoft 365 services.

Programme

What is generative AI?

- Introduction
- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion
- Knowledge check
- Summary

Employ Copilot Chat as your AI assistant

- Introduction
- What is Copilot Chat?
- Write effective prompts to optimize Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are AI agents?
- Knowledge check
- Summary

Draft and refine business content using Microsoft 365 Copilot

- Introduction
- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent
- Knowledge check
- Summary

Analyze and visualize data using Microsoft 365 Copilot

- Introduction
- Analyze data workflows in Excel with Copilot
- Generate insights using the Analyst Agent
- Knowledge check
- Summary

Manage meetings and collaboration using Microsoft 365 Copilot

- Introduction
- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages, and Notebooks
- Knowledge check
- Summary

Define the role you want Microsoft 365 Copilot to play in your business workflow

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

Session Dates

On request. Please Contact Us

Additional Information

This training is also available as onsite training. Please contact us to find out more.