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

ID AB-730T00 **Price** CHF 690.—(excl. VAT) **Duration** 1 days

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.

This course is part of the following Certifications

Microsoft Certified: AI Business Professional (MCAIB)

Course Content

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

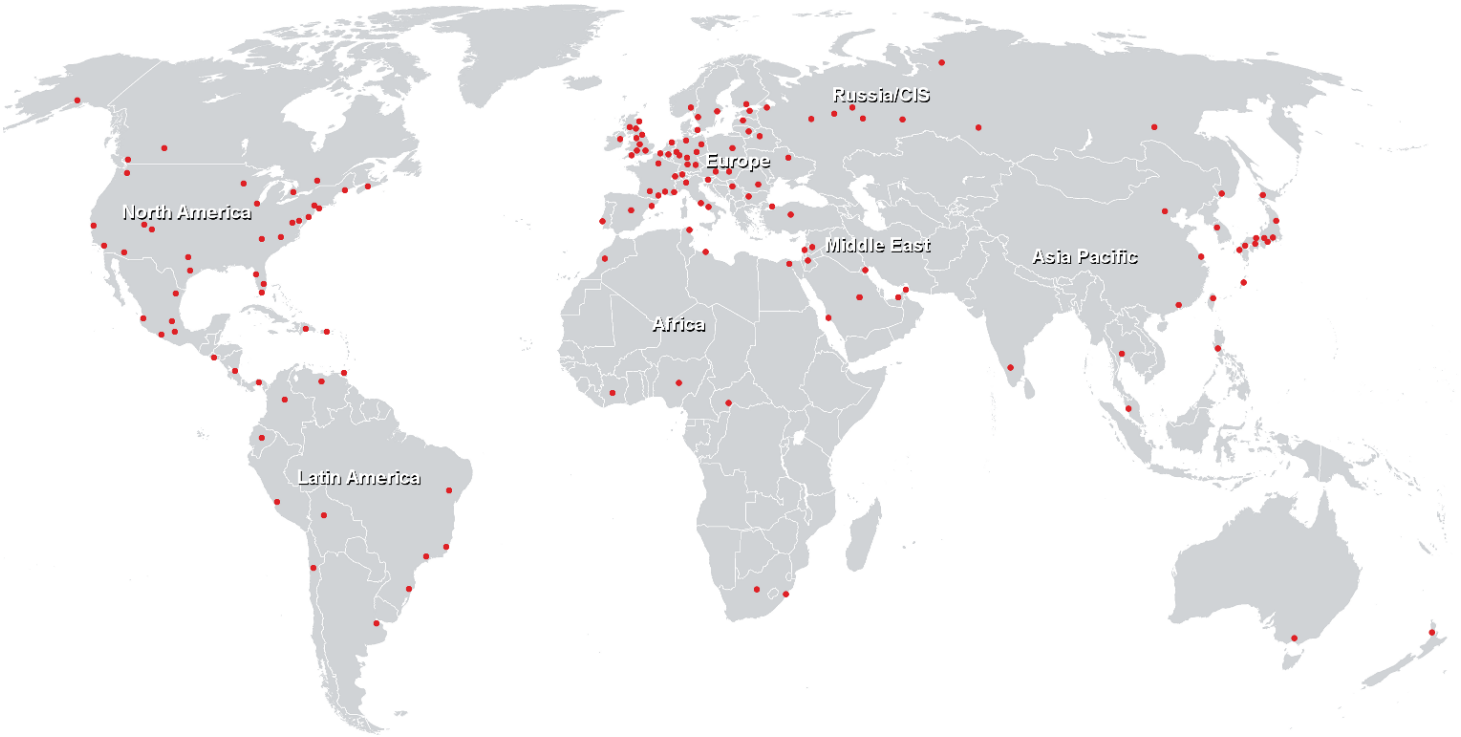
Define the role you want Microsoft 365 Copilot to play in your business workflow

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

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