

MS-AB730T00: TRANSFORM BUSINESS WORKFLOWS WITH GENERATIVE AI

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	CERTIFICATION
1 Day	Beginner	Microsoft 365	Instructor-led	AB-730 Exam

INTRODUCTION

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.

AUDIENCE PROFILE

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.

PREREQUISITES

Before attending this course, delegates should have:

- Basic functional experience with Microsoft 365 apps such as Word, Excel, Outlook, and Teams
- Familiarity with your own business tasks and processes, enabling you to effectively apply generative AI in your role

COURSE OBJECTIVES

After completing this course, students will be able to:

- Understand the principles of responsible AI and their importance.
- Explain how Microsoft 365 Copilot leverages generative AI to enhance productivity and streamline workflows.
- Manage prompts effectively—delete unnecessary prompts, schedule recurring ones, and apply scheduled prompts to automate daily, midweek, and end-of-day tasks.
- Understand organizational settings that impact Copilot prompt availability.
- Create and configure Copilot agents.
- Use Copilot to draft and refine content in Word, Outlook, and PowerPoint—and leverage the Researcher agent for deeper insights.
- Analyse and visualize data in Excel using the Analyst agent.
- Manage meetings and collaboration with Copilot, including summarizing emails and meetings, generating action items, drafting follow-up emails, and using Copilot Pages and Notebooks.

COURSE CONTENT

Module 1: Transform business workflows with generative AI

This course introduces participants to generative AI concepts and demonstrates how Microsoft 365 Copilot can streamline everyday business tasks. It covers responsible AI principles, effective prompt management, and practical applications like drafting content in Word and Outlook, analysing data in Excel, and managing meetings in Teams. Learners also explore creating Copilot agents and automating workflows to boost productivity and collaboration.

Module 1.1: What is generative AI?

Learn about generative AI, a technology that uses machine learning models to generate new content, ideas, or solutions based on existing data.

Module 1.3: Draft and refine business content using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to create a first draft of your document, then edit and enhance your content creation process to improve efficiency and collaboration.

Module 1.5: Manage meetings and collaboration using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to manage meetings and enhance collaboration effectively.

Module 1.2: Employ Copilot Chat as your AI assistant

Learn about Microsoft 365 Copilot Chat, a tool that leverages generative AI to enhance productivity and streamline workflows.

Module 1.4: Analyse and visualize data using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to analyse and visualise data effectively.

Module 1.6: Define the role you want Microsoft 365 Copilot to play in your business workflow

This module provides an opportunity for you to consider how to effectively use Microsoft 365 Copilot in various business scenarios, such as drafting client proposals and creating executive summaries.

ASSOCIATED CERTIFICATIONS & EXAM

This course will prepare delegates to write the Microsoft Certified: AI Business Professional Exam.