

Transform business workflows with generative AI (AB-730)

Description

Artificial Intelligence is transforming the way we work today. Professionals are seeking practical solutions to boost their efficiency. This AB-730 training meets that need with a hands-on and accessible approach. Microsoft 365 Copilot offers remarkable opportunities to automate repetitive tasks. You'll learn to use this tool without advanced technical skills. The goal is clear: improve your daily productivity.

Integrating generative AI into your daily processes

This course is built around real-world use cases across different departments. Marketing, sales, human resources, or finance: every function finds practical applications. Workflows become more streamlined thanks to generative AI.

Course Content

Module 1: What is generative AI?

- What is generative AI?
- Understanding responsible AI
- Microsoft 365 Copilot as a workflow companion

Module 2: Using Copilot Chat as an AI assistant

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

Module 3: Drafting and refining business content using Microsoft 365 Copilot

- Drafting your content using Microsoft 365 Copilot
- Searching and gathering information using the research agent

Module 4: Analyzing and visualizing data using Microsoft 365 Copilot

- Analyzing data workflows in Excel with Copilot
- Generating insights using the analyst agent

Module 5: Managing meetings and collaboration using Microsoft 365 Copilot

- Simplifying meeting preparation and follow-up with Copilot
- Enhancing collaboration with Copilot Chat, pages, and notebooks

Module 6: Defining the role you want Microsoft 365 Copilot to play in your business workflow

- Scenario 1: Preparing a weekly status report
- Scenario 2: Creating a client proposal deck
- Scenario 3: Creating an executive summary

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Exam

- This course prepares for the AB-730: AI Business Professional

Participant profiles

- Marketing and communications professionals
- Sales managers and customer success managers
- Human resources and administrative staff
- Project managers and operations coordinators
- Financial analysts and controllers
- Executives and managers looking to optimize their productivity

Prerequisites

- Basic familiarity with Microsoft 365 tools
- Understanding of business workflows

Objectives

- Understand the fundamentals of generative AI and its professional applications
- Use Microsoft 365 Copilot Chat as an intelligent assistant
- Draft and refine business content effectively
- Analyze and visualize data with AI tools
- Manage meetings and enhance team collaboration
- Apply generative AI to real-world business scenarios

Description

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Niveau

Fondamental

Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Duration (in Days)

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Reference

AB-730