



AB-730T00: Transform business workflows with generative AI

Course ID #: 7000-1128-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

Course Content

Description:

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.

Prerequisites:

Students should have basic functional experience with Microsoft 365 services.

Target Audience:

Business User, Business Owner

Lessons:

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

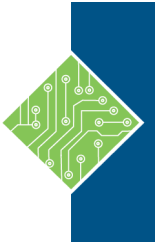
- Introduction
- What is Copilot Chat?
- Write effective prompts to optimize Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are Copilot agents?
- Knowledge check
- Summary

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



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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

Register for this class by visiting us at:

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Beginner

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study:

Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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