

AB-730T00-A : Transform business workflows with generative AI

Course Outline

1. What is generative AI?

- Introduction
 - What is generative AI?
 - Understand responsible AI
 - Microsoft 365 Copilot as your workflow companion
 - Knowledge check
 - Summary
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2. 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
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3. 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
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4. 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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5. Manage meetings and collaboration using Microsoft 365 Copilot

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

6. 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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