

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

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

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

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

5. 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

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

SpireTec Solutions