Transform business workflows with generative AI

CODICE	AB-730T00
DURATA	1 gg
PREZZO	490,00 €
EXAM	

DESCRIZIONE

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.

TARGET

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.

PREREQUISTI

Students should have basic functional experience with Microsoft 365 services.

CONTENUTI

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.

- 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

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

- 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

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.

- 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

This module discusses Microsoft 365 Copilot. It highlights how to analyze and visualize data effectively.

- Introduction
- Analyze data workflows in Excel with Copilot
- Generate insights using the Analyst Agent
- Knowledge check
- Summary

Manage meetings and collaboration using Microsoft 365 Copilot

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

- 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

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.

- Introduction
- Scenario 1: Prepare weekly status report
- Scenario 2: Build a client proposal deck
- Scenario 3: Create an executive summary
- Summary