

Transform Business Workflows With Generative AI

Course AB-730 One Day Instructor-Led, Hands-on

Introduction

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.

Audience

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.

At Course Completion

Upon successful completion of this course, students will understand:

- What is generative AI?
- Employ Copilot Chat as your AI assistant
- Draft and refine business content using Microsoft 365 Copilot
- Analyze and visualize data using Microsoft 365 Copilot
- Manage meetings and collaboration using Microsoft 365 Copilot
- Define the role you want Microsoft 365 Copilot to play in your business workflow

Prerequisites

Prior to attending this course, students should have experience covered by Azure Fundamentals

Course Outline

Module 1: What is generative AI?

- What is generative AI?
- Understand responsible AI

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

- Microsoft 365 Copilot as your workflow companion

Module 2: Employ Copilot Chat as your AI assistant

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

Module 3: Draft and refine business content using Microsoft 365 Copilot

- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent

Module 4: Analyze and visualize data using Microsoft 365 Copilot

- Analyze data workflows in Excel with Copilot
- Generate insights using the Analyst Agent

Module 5: Manage meetings and collaboration using Microsoft 365 Copilot

- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages, and Notebooks

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

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