AB-730T00 Transform business workflows with generative AI

Category: AI, Data & Analytics | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Applied Skills: Transform business workflows with generative AI
Related Exam:	AB-730

Course Overview

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.

About This Course

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.

Who Should Attend

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.

Prerequisites & Entry Requirements

General Prerequisites:

Students should have basic functional experience with Microsoft 365 services.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Understand how generative AI enhances productivity and decision-making in business workflows.

Explore real-world use cases of Microsoft 365 Copilot to streamline daily tasks.

Apply AI tools to automate document creation, communication, and data analysis without coding.

Integrate AI-driven insights to improve collaboration and business outcomes.

Confidently use Microsoft 365 Copilot functionalities to optimize performance in a modern workplace.

Detailed Course Outline

1 - What is generative AI?

- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion

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?

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

4 - Analyze and visualize data using Microsoft 365 Copilot

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

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

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

, Transform business workflows with generative AI

What is generative AI?

Describe generative AI and its capabilities.

Understand the principles of responsible AI and their importance in generative AI applications.

Explain how Microsoft 365 Copilot leverages generative AI to enhance productivity and streamline workflows.

Employ Copilot Chat as your AI assistant

Delete prompts you no longer need, keeping your workspace efficient and up-to-date.

Identify and manage scheduled prompts in the Copilot window.

Understand how organizational settings impact the availability of scheduled prompts.

Apply scheduled prompts to automate daily, midweek, and end-of-day business activities for improved productivity.

Understand how to create and configure an agent

Draft and refine business content using Microsoft 365 Copilot

Able to leverage Microsoft 365 Copilot for efficient content creation in Word, Outlook, and PowerPoint

Employ the Researcher agent to gather information and gain deeper insights to enhance your documents

Analyze and visualize data using Microsoft 365 Copilot

Leverage Microsoft 365 Copilot for data analysis and visualization in Excel

Employ the Analyst Agent to gather insights and enhance your data presentations.

Manage meetings and collaboration using Microsoft 365 Copilot

Use Microsoft 365 Copilot to follow up on meetings by summarizing email threads

Capture real-time insights and automate note-taking during meetings, generate post-meeting summaries and action items, draft effective follow-up emails, and leverage Copilot Pages and Notebooks for shared planning and deeper analysis.

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

Understand that there is no one way to employ Microsoft 365 Copilot in your business workflows.

Able to evaluate different scenarios and determine how Copilot can best assist you based on your specific needs and context.

Work through three distinct scenarios, each illustrating a different use case for Copilot in a business setting.

🎓 Certification Path

Microsoft Applied Skills: Transform business workflows with generative AI

Exam: AB-730

Upcoming Schedule

Available training dates for AB-730T00 Transform business workflows with generative AI:

Start Date	End Date	Location	Delivery	Price
30 Nov 2026	30 Nov 2026	Online	Virtual	€695.00

Frequently Asked Questions

Q: What delivery options are available for AB-730T00 Transform business workflows with generative AI?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The AB-730T00 Transform business workflows with generative AI course helps prepare you for the Microsoft Applied Skills: Transform business workflows with generative AI certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the AB-730 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day AB-730T00 Transform business workflows with generative AI course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AB-730T00 Transform business workflows with generative AI training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AB-730T00 Transform business workflows with generative AI?

Yes, we provide corporate training, dedicated training, and closed classes for AB-730T00 Transform business workflows with generative AI. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: AB-730T00: Transform business workflows with generative AI, Microsoft, vILT, AB-730T00

Q: Why choose Nexus Human for AB-730T00 Transform business workflows with generative AI?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AB-730T00 Transform business workflows with generative AI training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

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