

Transform business workflows with generative AI (AB-730T00)

Duration: 1 day

Audience: Pour tous

Who is this training for?

This course is designed for professionals from a wide range of business functions, including marketing, sales, operations, product management, customer service, human resources, and finance.

It is suitable for anyone who wants to improve productivity, optimize workflows, and confidently demonstrate AI skills in a modern work environment.

Training objectives

- Use Microsoft 365 effectively by relying on a functional knowledge of key applications (Word, Excel, Outlook, Teams, PowerPoint).
- Leverage generative AI and Microsoft 365 Copilot to improve productivity, optimize daily tasks, and improve the quality of their work.
- Integrate AI into their workflows without requiring technical or programming skills, with real-world and accessible use cases.
- Improve decision-making and collaboration, using Copilot tools and agents to analyze, write, organize, and automate more effectively.

Summary

In this course, learners will discover how to apply generative AI to simplify their daily tasks, improve decision-making, and drive meaningful business results. They will learn how to use Microsoft 365 Copilot and its features to increase their productivity. The course focuses on real-world use cases, without requiring programming skills, making it an ideal course for anyone who wants to integrate AI into their work with confidence.

Course outline

Introduction to Generative AI

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Understand the key concepts of generative AI

- Principles of Responsible AI
- Positioning Microsoft 365 Copilot as a productivity assistant

Using Copilot Chat as an AI assistant

- Understanding how Copilot Chat works
- Writing effective prompts
- Managing conversations and automating tasks
- Understanding Copilot agents

Creating and improving business content

- Writing and structuring documents with Copilot (Word, Outlook, PowerPoint)
- Search and synthesize information
- Improve the quality of business communications

Analyzing and visualizing data with Microsoft 365 Copilot

- Analyze and visualize data Use Copilot in Excel to analyze data
- Generate insights and visualizations
- Leverage analytics capabilities for decision-making

Optimize meetings and collaboration

- Prepare and track meetings with Copilot
- Improve collaboration in Teams
- Use AI to structure and summarize conversations
- Integrate Copilot in Business Processes

Define the Role of AI in its Daily Activities

- Apply Copilot in Real-World Scenarios :Weekly ReportCustomer ProposalExecutive SummaryTailor the Use of AI to Business Needs

Approach and methodology

Practical and business-oriented approach combining accessible theory and concrete situations.

Participants gradually develop their ability to integrate generative AI into their daily activities through real-world use cases and exercises applied with Microsoft 365 Copilot. The training emphasizes direct experimentation: writing professional content, analyzing data, automating tasks and improving collaboration. No coding is required, allowing for quick appropriation by business users. Led by a Microsoft Certified Trainer, the training focuses on interactivity, demonstrations, and real-world hands-on scenarios to drive effective AI adoption and the development of skills that are immediately transferable to a professional context.

Prerequisites

- Professionals from a variety of industries: marketing, sales, operations, HR, finance, product management, customer service
- Business users who want to integrate AI into their daily work
- Anyone looking to improve productivity and optimize processes with Microsoft 365 Copilot

Recommendations

Basic functional experience with Microsoft 365 services is recommended, including common use of applications such as Word, Excel, Outlook, Teams, or PowerPoint.