

Training Program

AB-730: Transforming Business Workflows with Generative AI

(Microsoft AB-730 Certification Preparation)

Updated on 23/04/2026

DESCRIPTION OF THE TRAINING:

This course will teach you how to transform business workflows with generative AI, apply generative AI to simplify daily tasks, improve decision-making, and drive meaningful business outcomes. You'll use Microsoft 365 Copilot and its features to improve their productivity. This course focuses on real-world use cases, with no coding required, making it ideal for those who want to confidently integrate AI into their work.

EDUCATIONAL OBJECTIVES:

At the end of this training, participants will be able to:

- Transforming business workflows with generative AI

TEACHING METHODS:

- This training will mainly consist of theory and technical workshops that will allow you to be quickly operational.
- Support: Official Microsoft course materials will be provided to participants in electronic format.
- Evaluation: The achievements are evaluated throughout the training by the trainer (prerequisites evaluated before the training, regular questions, practical work, MCQs or other methods).
- Trainer: all led by an experienced consultant-trainer, with field experience, and Microsoft Certified Trainer accredited.
- Satisfaction: at the end of the training, each participant answers an evaluation questionnaire which is then analysed with a view to maintaining and improving the quality of our training.
- Follow-up: one attendance sheet for each half-day of attendance is signed by each participant.
- This training can be provided in an inter-company or intra-company format on request and in face-to-face or distance mode.

TRAINING PROGRAM:

What is generative AI?

- Describe generative AI and its features.
- Understand the principles of responsible AI and their importance in generative AI applications.
- Explain how Microsoft 365 Copilot leverages generative AI to improve productivity and streamline workflows.

Using Copilot Chat as an AI Assistant

- Delete prompts that you no longer need, allowing your workspace to be efficient and up-to-date.
- Identify and manage scheduled prompts in the Copilot window.
- Learn how organizational settings impact the availability of scheduled prompts.
- Apply scheduled prompts to automate daily, mid-week, and end-of-day business activities to improve productivity.
- Understand how to create and configure an agent

Write and refine business content using Microsoft 365 Copilot

- Leverage Microsoft 365 Copilot to efficiently create content in Word, Outlook, and PowerPoint
- Use the Finder agent to gather information and gain deeper insights to improve your documents.

Analyze and visualize data using Microsoft 365 Copilot

- Leverage Microsoft 365 Copilot for data analysis and visualization in Excel
- Use the Analyst agent to gather information and improve your data presentations.

Manage meetings and collaboration using Microsoft 365 Copilot

- Use Microsoft 365 Copilot to keep track of meetings by summarizing email threads, capturing real-time insights and automating note-taking during meetings, generating summaries and actions after the meeting, writing effective follow-up emails, and leveraging Copilot Pages and notebooks for shared planning and deeper analysis.

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

- Evaluate different scenarios and determine how Copilot can best help you based on your specific needs and context.

PREREQUISITES:

No prerequisites

PRE-CERTIFICATION :

This course paves the way for the Microsoft "AI Business Professional" certification.

DURATION: 1 day (7 hours)

CONTACTS: Business users

LEVEL: Beginner