

Course : Transform Business Workflows with Generative AI (Microsoft AB-730)

Official AB-730 Course: Exam Preparation

Synthesis course - 1d - 7h00 - Ref. MT7

Price : 870 € E.T.

NEW

In this training course, you'll discover how to use generative AI to simplify your daily tasks, improve decision-making, and achieve tangible results for your business. You'll learn how to use Microsoft 365 Copilot and its features to boost your efficiency and productivity.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the Principles of Generative AI and Its Applications in Business
- ✓ Use Microsoft 365 Copilot to Boost Productivity Every Day
- ✓ Writing Effective Prompts to Achieve Better Results
- ✓ Create, analyze, and synthesize content with the help of AI
- ✓ Integrate Microsoft Copilot into your work processes to optimize your operations

Intended audience

Professionals looking to increase their productivity, optimize their work methods, and develop their AI skills.

Prerequisites

Have a basic, working knowledge of Microsoft 365 services. No AI or programming skills are required. A good understanding of written English is recommended.

Course schedule

1 Discover Generative AI and Microsoft Copilot

- Understanding the Principles of Generative AI.
- Identify use cases within the company.
- Learn about Microsoft 365 Copilot and responsible AI.

PARTICIPANTS

Professionals looking to increase their productivity, optimize their work methods, and develop their AI skills.

PREREQUISITES

Have a basic, working knowledge of Microsoft 365 services. No AI or programming skills are required. A good understanding of written English is recommended.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.

Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

2 Using Copilot as a Work Assistant

- Get Started with Microsoft 365 Copilot Chat.
- Write effective prompts.
- Quickly search for, synthesize, and use information.

3 Create content and analyze data

- Create and improve professional documents.
- Create summaries, reports, and presentations.
- Analyze and visualize data with Copilot.

4 Optimizing Collaboration and Business Processes

- Manage meetings with Copilot.
- Improve collaboration within teams.
- Integrate AI into business processes and everyday work scenarios.

Options

Certification : 200 € H.T.

Microsoft Certified: AI Business Professional

[Comment passer votre examen ?](#)

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Dates and locations

REMOTE CLASS

2026 : 18 Dec.

2027 : 23 Mar., 18 May, 16 June, 30 Aug., 8 Nov.,
7 Dec.

PARIS LA DÉFENSE

2026 : 11 Dec.

2027 : 23 Mar., 18 May, 16 June, 30 Aug., 8 Nov.,
7 Dec.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.