

# Transform business workflows with generative AI

In this course, participants will learn how to use generative AI to streamline everyday tasks, improve decision-making, and achieve significant business results. This course is a Microsoft-authorized training course.



## Training recipients

- For users of Microsoft cloud solutions
- For beginner Microsoft cloud solution administrators
- For those who want to gain basic knowledge of using Microsoft 365 Copilot



## Benefits

- Microsoft 365 Copilot Introduction – you will learn how to use Microsoft 365 Copilot and its features to improve your productivity
- Use Cases – the course presents real-world use cases
- Ease of use of Microsoft 365 Copilot – you will learn how to use AI without the need for coding
- Using AI in various Microsoft applications – you will learn the basics of how Microsoft Copilot 365 works in Microsoft applications



## Training program

- 1: What is AI?
  - Responsible AI in Microsoft 365 Copilot
  - Generative AI and Microsoft 365 Copilot
- 2: Copilot Chat as a Work Assistant

- Microsoft 365 Copilot Chat Basics
  - Accessing Copilot Chat
  - Work-based and Web-based Modes
  - How to Use Copilot Chat in 3 Steps
  - Copilot Search and Memory
  - Copilot Prompt Basics
- 3: Creating business content with Microsoft 365 Copilot
- Microsoft Copilot in Word, PowerPoint, and Outlook
  - Prompts using the Researcher agent
- 4: Data Analysis and Visualization
- Search and Import Data in Copilot Chat
  - Find Trends, Create Charts, and Visualize Data with Copilot Chat
  - Prompts Using the Analyst Agent
- 5: Meeting Management, Collaboration, and Follow-Ups
- Manage meetings with Copilot in Outlook and Teams
  - Streamline communication and activities with Copilot Chat
  - Copilot Notebooks and Copilot Pages
- 6: Using Copilot at Work
- Exercise – Preparing a Weekly Report
  - Exercise – Creating a Proposal for a Client
  - Exercise – Creating a Summary for a Manager



### Expected preparation of the participant

- Basic knowledge of Microsoft 365 and Azure
- Ability to use basic applications such as Outlook, Word, Microsoft Teams, PowerPoint, and Excel
- Knowledge of common business processes, including composing emails, creating presentations, generating images, and managing documents



### Training Includes

- manual in electronic form available on the platform: <https://learn.microsoft.com/pl-pl/training/>
- access to Altkom Akademia's student portal

Training method:

- Lecture (60%)
- workshops (40%)
- Main teaching tools include PowerPoint presentations and Microsoft Learn resources

<https://learn.microsoft.com/training/>



## Language

- Training: English
- Materials: English

## Examination method

On-line exam. Record at <https://home.pearsonvue.com/Clients/Microsoft.aspx>

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## Examination description

Microsoft Certified: AI Business Professional

Exam URL:

<https://learn.microsoft.com/en-us/credentials/certifications/ai-business-professional/?practice-assessment-type=certification>

Become Microsoft Certified: [https://arch-center.azureedge.net/Credentials/Certification-Poster\\_en-us.pdf](https://arch-center.azureedge.net/Credentials/Certification-Poster_en-us.pdf)