

AB-730: Microsoft AI Business Professional Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The AB-730: Microsoft AI Business Professional Training by Multisoft Systems is designed to equip business leaders and professionals with the knowledge and practical insights needed to leverage Artificial Intelligence (AI) for organizational growth and innovation. This comprehensive program focuses on understanding core AI concepts, Microsoft AI technologies, and their strategic implementation within business environments.

Module 1: Introduction to Generative AI in Business

- ✓ What is generative AI?
- ✓ Large Language Models (LLMs) basics
- ✓ How AI supports business productivity?
- ✓ Common AI terminology (prompts, grounding, context)

Module 2: Responsible AI Practices

- ✓ AI risks (hallucinations, bias, prompt injection)
- ✓ Data privacy & compliance basics
- ✓ Human review and validation strategies
- ✓ Protecting sensitive information in AI workflows

Module 3: Craft Effective Prompts

- ✓ Structure of a high-quality prompt
- ✓ Using context and references
- ✓ Iterative prompting techniques
- ✓ Saving and sharing prompts

Module 4: Manage Copilot Conversations

- ✓ Finding previous chats
- ✓ Renaming & organizing chats
- ✓ Deleting conversations securely
- ✓ Best practices for chat management

Module 5: Work with Copilot Agents

- ✓ Difference between chat and agent
- ✓ Using Agent Store
- ✓ Creating custom agents
- ✓ Configuring knowledge sources

- ✓ Sharing agents with teams

Module 6: Draft Business Documents

- ✓ Generate reports, proposals, summaries
- ✓ Rewrite and refine content
- ✓ Create executive summaries

Module 7: Analyze and Move Business Data

- ✓ Extract insights from content
- ✓ Move content across apps (Word → Excel → PowerPoint)
- ✓ Create structured outputs

Module 8: AI in Meetings & Collaboration

- ✓ Meeting summaries
- ✓ Action item generation
- ✓ Collaborative document support
- ✓ Understanding Copilot memory