

PROFESSIONAL COURSE OUTLINE

Microsoft

Streamline business workflows with AI chat

Program aligned

To earn this Microsoft Applied Skills credential, learners demonstrate the ability to streamline business workflows by using AI chat.

Candidates for this credential should have a solid understanding of working with Microsoft 365 Copilot.

They should also be familiar with Microsoft Edge, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, and Microsoft Excel.

Power Platform

Beginner

Microsoft Copilot Studio, Microsoft 365 Copilot

Applied Skill

PROGRAM CODE

Program aligned

DELIVERY

Virtual, On-site, or Hybrid

DURATION

Applied skill assessment

CERTIFICATION

Microsoft Applied Skills credential

AUDIENCE PROFILE

Who This Program Is For

Built for Business User learners validating applied skill in Microsoft Copilot Studio, Microsoft 365 Copilot.

PROGRAM SUMMARY

What This Course Covers

To earn this Microsoft Applied Skills credential, learners demonstrate the ability to streamline business workflows by using AI chat.

TAILORED DELIVERY

Adapt the program around your team.

This outline can be adapted for virtual, on-site, or hybrid delivery, with emphasis adjusted for your team's platform priorities, role mix, and implementation goals.

Enterprise-ready delivery format

VNode ITeS can align labs, examples, delivery pace, and assessment checkpoints to the required audience profile while preserving the official program sequence where applicable.

COMPLETE MODULE SEQUENCE

Module Flow and Topic Coverage

The structure below presents the current delivery flow for this program, including the associated topics covered under each module.

TRAINING PROVIDER

VNode ITeS


MICROSOFT CERTIFIED TRAINER

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MODULE 1

Optimize business processes with Microsoft 365 Copilot

Learn how to optimize business processes using Microsoft 365 Copilot.

- Unlock productivity and unleash creativity with AI powered chat
- Draft impactful documents using AI
- Build effective presentations with AI
- From inbox to impact: Improve your email workflows with AI
- Uncover new data insights with AI

SCHEDULE A SESSION

Ready to run this program with your team?

Book a Discovery Call

Get in touch to discuss delivery format, timeline, and team size. This outline can be customised to your platform priorities and role mix.

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