

# Microsoft Certified: AI Business Professional (AB-730)

This Microsoft AB-730: AI Business Professional training will help you put AI to work, get more done, and earn an in-demand Microsoft AI certification. This course focuses on everyday uses of Copilot and AI agents. You'll use Copilot to draft documents, analyze information, run meetings, and collaborate effectively across Microsoft 365. After taking this Microsoft AB-730: AI Business Professional training, you'll understand how Copilot works in different apps, how to write effective prompts, and how to use agents responsibly. This course also covers AI fundamentals, privacy, security, and compliance, so you can use AI confidently and appropriately in real business environments.

[CBT Nuggets course material](#) →

## WEEK 1

### Fundamentals of Generative AI and Copilot

Copilot for Any User!  
Copilot for Microsoft 365 Users  
Responsible AI  
Your Challenge

### Manage Prompts and Conversations

Introduction  
Create an Effective Prompt  
Some Simple Best Practices  
Conversation Modes and Response Personalisation  
Housekeeping!  
Your Challenge

### Collaborate with Copilot Pages and Notebooks

Sharing Prompts  
Introducing Copilot Create and Copilot Library  
Get Started with Copilot Pages  
Bring it all Together with Copilot Notebooks  
Your Challenge

### Draft and Refine Business Content

Introduction  
Draft New Word Documents  
Summarise and Refine Word Documents  
Create New PowerPoint Presentations  
Enhance and Insert PowerPoint Slides

Your Challenge

## **Analyse and Visualise Data**

Introduction

Using Copilot in Excel

Create Formulas with Copilot

Filtering, Formatting, Charts, and PivotTables

Your Challenge

## **Use Copilot in Outlook and Teams**

Introduction

Outlook

Teams Chats and Channels

Teams Calls

Teams Meetings

Your Challenge

## **Create and Manage Copilot Agents**

Introducing Copilot Agents

Tools for Creating Custom Agents

Create an Agent with Agent Builder

Share and Manage Your Agent

Your Challenge