



MICROSOFT TRAINING

Microsoft Syntex Language Course

Master Microsoft Syntex's AI-powered language features. Automate content understanding and intelligent document processing.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

The Microsoft Syntex Language Course is designed for IT professionals, content managers, and business analysts seeking to harness the power of artificial intelligence (AI) to transform unstructured content into structured, actionable information within Microsoft 365. This intermediate-level, 2-hour course dives into the core capabilities of Microsoft Syntex, focusing specifically on its advanced language understanding features. Participants will learn how to leverage pre-built and custom AI models to automatically process documents, extract critical data, classify content, and apply intelligent metadata, thereby streamlining content-intensive business processes. This course emphasizes practical application, providing skills to build and manage content understanding models that can intelligently read, process, and tag documents.

By completing this course, you will gain a profound understanding of how to implement Syntex Language to enhance information governance, improve search accuracy, and automate compliance efforts across your organization. The benefits extend to significant operational efficiencies, reducing manual effort associated with document processing, and unlocking valuable insights hidden within vast quantities of unstructured data. You will be equipped to transform your organization's approach to content, turning it into a strategic asset that drives better decision-making and operational agility, ultimately leading to a more intelligent and automated digital workspace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Syntex and Content AI

- Evolution of content management challenges
- Overview of Microsoft Syntex and its components
- Introduction to Syntex Content AI services
- Understanding unstructured data and its business impact
- Leveraging AI Builder with Syntex for content processing

02 Module 2: Mastering Syntex Language Model Configuration

- Exploring content understanding models
- Configuring document processing models
- Setting up form processing models
- Customizing entity extraction and classification
- Training and refining language models for accuracy

03 Module 3: Applying Syntex Language for Content Automation

- Automated metadata tagging and content classification
- Extracting key information from various document types (contracts, invoices, etc.)
- Automating content routing and workflow triggers
- Enhancing compliance and governance with language models
- Implementing content assembly from structured data

04 Module 4: Integration and Advanced Scenarios

- Integrating Syntex with SharePoint Online and Microsoft Teams
- Orchestrating content processes with Power Automate flows
- Enhancing Microsoft Search with Syntex-indexed content

- Monitoring and analytics for Syntex content processing
- Best practices for Syntex model deployment and maintenance

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Information Governance Specialist**
- > **Content Management Solutions Architect**
- > **Business Process Automation Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What specific types of unstructured documents can I learn to process and extract insights from using Syntex Language after completing this course?

This course will equip you with the skills to effectively process a wide array of unstructured documents, including contracts, invoices, resumes, technical specifications, and general business correspondence. You'll learn to configure Syntex models to automatically extract key entities, classify document types, and apply relevant metadata, transforming raw text into actionable, structured information for improved search, compliance, and workflow automation within your Microsoft 365 environment.

Q: What are the prerequisites for this course, specifically regarding Microsoft 365 knowledge or AI concepts?

While no deep programming knowledge is required, a foundational understanding of Microsoft 365 services, particularly SharePoint Online and basic content management concepts, will be beneficial. Familiarity with the Microsoft 365 admin center and Power Automate is also helpful but not strictly necessary, as relevant concepts will be briefly introduced. Prior experience with AI or machine learning is not a prerequisite, as the course focuses on practical application and configuration within the Syntex platform, not advanced AI model development.

Q: How will mastering Microsoft Syntex Language capabilities benefit my organization's compliance and information governance efforts?

By mastering Syntex Language, you'll be able to significantly enhance your organization's compliance and governance. The course teaches you how to automatically identify and classify sensitive information, ensuring that retention policies and data loss prevention (DLP) rules are consistently applied across your content. This capability reduces manual effort, minimizes human error, and provides a robust framework for managing regulatory requirements and internal information governance policies more effectively, leading to better audit readiness and reduced risk exposure for your organization.

ABOUT COMPUTER PRIDE



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With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

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READY TO ENROL?

Take the next step in your technology career.

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