

## Work smarter with AI

Cursusduur: 1 Dag    Cursuscode: M-AI3025    Trainingsmethode: Virtual Learning

### Beschrijving:

#### Work smarter with Generative AI and Microsoft Copilot

Microsoft Copilot is an AI-powered assistant that helps you get more done, whether you're working on professional tasks or personal projects. In this course, you'll learn about Microsoft Copilot and Microsoft 365 Copilot, discover their features, identify the tasks these assistants can handle, and understand how they work in the background.

You will also gain practical skills in writing effective prompts to generate useful and relevant results.

By the end of this course, you will be able to use Microsoft Copilot to improve your productivity by effectively managing your tasks and creating content based on your prompts.

Updated 12/02/2026

#### Virtueel en Klassikaal™

Virtueel en Klassikaal™ is een eenvoudig leerconcept en biedt een flexibele oplossing voor het volgen van een klassikale training. Met Virtueel en Klassikaal™ kunt u zelf beslissen of u een klassikale training virtueel (vanuit huis of kantoor) of fysiek op locatie wilt volgen. De keuze is aan u! Cursisten die virtueel deelnemen aan de training ontvangen voor aanvang van de training alle benodigde informatie om de training te kunnen volgen.

### Doelgroep:

This course is ideal for the following participants:

- Beginners in generative AI and Microsoft Copilot
- Microsoft 365 users who want to increase their productivity
- Professionals from all fields who want to better organise, automate or simplify their tasks
- Students or learners who are curious to discover AI applied to a practical use
- Users who are already familiar with Microsoft 365 tools and have a basic knowledge of IT

### Doelstelling:

- After this course, participants will be able to:
- Understand how to leverage Microsoft Copilot to streamline your workflow and save valuable time.
- Engage with practical exercises that deepen your understanding of AI-driven tools.
- Master effective prompt techniques to optimize your interactions with AI.
- Gain insights applicable to both personal projects and professional tasks.
- Acquire a clear understanding of Microsoft Copilot's capabilities and its impact on work efficiency.

### Vereiste kennis en vaardigheden:

- Be familiar with Microsoft 365 applications such as Word, Excel, Outlook, and/or PowerPoint, and have basic computer skills.

### Examens en certificering

- 

### Vervolg cursussen:

- Microsoft Copilot M-MS40xx Learning path like for example
- Empower your workforce with Copilot for Microsoft 365 Use Cases (MS-4004)

## Cursusinhoud:

What is Microsoft Copilot?	How does Microsoft Copilot work?	Hands-on:
Introducing the AI-powered assistant.	Understand the underlying features.	Discover Microsoft Copilot: a practical session to apply what you have learned.
What can Microsoft Copilot do?	Use effective prompts:	
Discover its capabilities and applications.	Discover best practices for interacting with the tool.	

---

## Extra informatie:

Official course book in english

---

## Nadere informatie:

Neem voor nadere informatie of boekingen contact op met onze Customer Service Desk 030 - 60 89 444

[info@globalknowledge.nl](mailto:info@globalknowledge.nl)

[www.globalknowledge.com/nl-nl/](http://www.globalknowledge.com/nl-nl/)

Iepenhoeve 5, 3438 MR Nieuwegein