

Work smarter with AI

Duration: 1 Day **Course Code: M-AI3025**

Overview:

Get more done and unleash your creativity with Microsoft Copilot. In this learning path, you'll explore how to use Microsoft Copilot to help you research, find information, and generate effective content.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor.

Target Audience:

Anyone interested in utilising Microsoft Copilot.

Objectives:

- After completing this course you should be able to:
- Use Microsoft Copilot to enhance your productivity by effectively managing your tasks and creating new content based on your prompts.

Prerequisites:

Attendees should meet the following pre-requisites:

- Familiarity with Microsoft productivity applications, like Word, Excel, Outlook, and PowerPoint.

Testing and Certification

Recommended as preparation for the following exams:

- There is no exam aligned to this course

Content:

Work smarter with AI using Microsoft Copilot

- Introduction
- What is Microsoft Copilot?
- What can Microsoft Copilot do?
- How does Microsoft Copilot work?
- Use effective prompts
- Exercise - Explore Microsoft Copilot
- Module Assessment
- Summary

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK