

## Work smarter with AI

**Duration: 1 Day**    **Course Code: M-AI3025**    **Delivery Method: Virtual Learning**

### Overview:

#### 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*

#### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

### Target Audience:

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

### Objectives:

- 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.

### Prerequisites:

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

### Testing and Certification

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### Follow-on-Courses:

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

Content:

|                                             |                                                        |                                                                                 |
|---------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------|
| 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. |                                                                                 |

Additional Information:

Official course book in english

Further Information:

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

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