Training: Microsoft
AI-3025: Work smarter with AI

Microsoft Partner

TRAINING GOALS:

Microsoft Copilot is an AI-powered assistant that helps you accomplish more, whether you're working on personal projects or professional tasks. In this course, you'll get a high-level introduction to Microsoft Copilot and Microsoft 365 Copilot, learn about their capabilities, identify tasks they can support, and understand how they work behind the scenes. You'll also gain practical skills in writing effective prompts to generate useful, relevant results.

Audience Profile:
This course is ideal for those who are new to Microsoft Copilot or generative AI and want to understand how these tools can enhance their everyday work and personal projects.

CONSPECT:

- Work smarter with AI
  - Module 1: Work smarter with AI using Microsoft Copilot

REQUIREMENTS:

- Familiarity with Microsoft 365 applications and basic computer literacy
- A free personal Microsoft account (required for the course lab)

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion). This course is not directly mapped to a Microsoft certification exam.

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USD: PL 52 1600 1462 1853 6451 3000 0007

TRAINER:

Microsoft Certified Trainer (MCT)

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