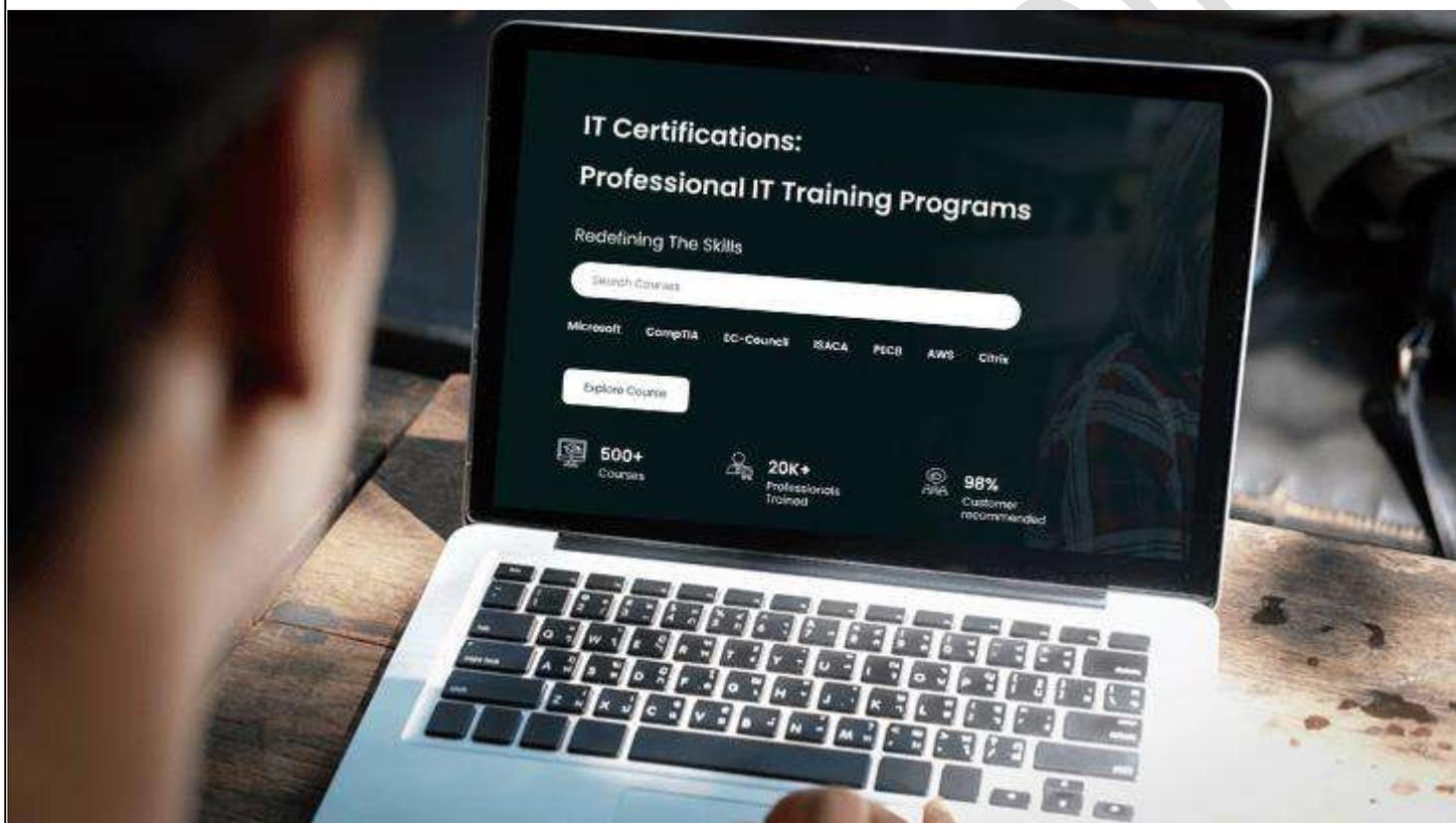




Redefining The Skills



## **AI-3025: Work smarter with AI**

**DURATION: 0.5 DAY (4 HOURS)**

### **Course Description**

Explore how Microsoft Copilot and Microsoft 365 Copilot can revolutionize your work by using AI to increase productivity and simplify complex tasks. In the “Work Smarter with AI” course, you’ll gain a clear understanding of their key features and discover practical ways to apply them in your daily operations. You’ll also develop the skills to craft effective prompts and see how these tools deliver intelligent assistance. Through hands-on labs, you’ll experience their capabilities firsthand and learn how to optimize your workflows for greater efficiency.

### **Who should attend this course?**

- Business Managers

### **What you will learn**

- Understand the role of Microsoft Copilot and its integration with Microsoft 365 tools.
- Identify everyday tasks where Microsoft Copilot enhances productivity.
- Learn how Microsoft Copilot processes and delivers intelligent assistance.
- Practice creating effective prompts to maximize the utility of Microsoft Copilot.

### **Prerequisites**

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

### **Curriculum**

#### **Module 1: Work smarter with AI using Microsoft Copilot**

Microsoft Copilot is an AI-powered assistant that you can use for personal projects and work.

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

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*For any query Contact Us – Microtek Learning*

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