

# Work smarter with AI (AI-3026)

## Description

### Work Smarter with Microsoft Copilot

Are you looking to achieve more results in less time? The “Work Smarter with AI (AI-3026)” course is designed to help you maximize your performance. Through this training, you will learn how to use Microsoft Copilot, the intelligent tool that is revolutionizing everyday productivity.

With artificial intelligence, it is now possible to automate certain tasks, optimize your research, and produce high-quality content in just a few clicks. This course is tailored for anyone wanting to work with AI in a practical and effective way. Whether you are a corporate professional, entrepreneur, or freelancer, you will discover how Microsoft Copilot can transform the way you work.

### Why learn to work with AI today?

In a world where speed and quality are critical, mastering tools like Microsoft Copilot is a major advantage. AI is becoming a true partner in task management, data analysis, and content creation. By taking this course, you will be among the first to master these new, highly sought-after skills in today's job market.

## Course Content

### Module 1: Work Smarter with AI Using Microsoft Copilot

- What is Microsoft Copilot?
- What can Microsoft Copilot do?
- How does Microsoft Copilot work?
- Using effective prompts

## Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

## Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

## Participant profiles

- Office professionals
- Project managers
- Administrative assistants
- Digital transformation consultants
- Trainers and teachers
- Freelancers and independent workers

## Prerequisites

- Basic knowledge of Word, Excel, Outlook, and PowerPoint

- General understanding of digital productivity tools
- Ability to use a computer and navigate the Internet

### **Objectives**

- Understand the role and features of Microsoft Copilot
- Identify real-world use cases of Microsoft Copilot
- Explain how the AI integrated into Microsoft Copilot works
- Formulate effective queries to optimize results
- Use Microsoft Copilot in professional or personal projects
- Evaluate and improve the quality of content generated by Copilot
- Master best practices for interacting with AI on a daily basis

### **Description**

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### **Niveau**

Fondamental

### **Classroom Registration Price (CHF)**

900

### **Virtual Classroom Registration Price (CHF)**

850

### **Duration (in Days)**

1

### **Reference**

AI-3026