

Work smarter with AI (AI-3025)

Description

Boost Your Productivity with Microsoft Copilot

The AI-3025 course, titled “Work Smarter with AI,” offers a unique opportunity to transform the way you work. In this training, you will learn how to use Microsoft Copilot, an intelligent assistant designed to simplify tasks and maximize your efficiency. Whether you are a beginner or a professional user, this course will guide you step by step to master this revolutionary tool.

Microsoft Copilot is much more than a simple digital assistant. Powered by artificial intelligence, it can understand your queries, interpret your needs, and provide tailored responses. Through this course, you will discover how this tool can help you create quality content, quickly find relevant information, and collaborate effectively with your team.

A Training Designed for Immediate Results

With its clear and concise units, this course provides the keys to harnessing artificial intelligence for personal and professional projects. Stop wasting time searching for solutions: Microsoft Copilot becomes your ally in working smarter. This course teaches you how to ask precise queries, understand the tool's capabilities, and seamlessly integrate it into your daily workflow.

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 queries
- Explore Microsoft Copilot through practical exercises

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

- Professionals new to using artificial intelligence
- Employees aiming to optimize their productivity
- Project managers or administrative assistants
- Microsoft tool users looking to enhance their skills

Prerequisites

- Experience with Microsoft Word, Excel, Outlook, and PowerPoint
- Familiarity with basic productivity tools

Objectives

- Discover the key features of Microsoft Copilot
- Understand how AI powers Microsoft Copilot
- Learn how to formulate effective queries
- Explore practical applications of Microsoft Copilot
- Use Microsoft Copilot for personal and professional projects
- Develop skills to generate optimized content
- Master the basics of effective AI collaboration

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Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Duration (in Days)

1

Reference

AI-3025