Work smarter with AI : AI-3025

Duration: 3 hours
Audience: Pour tous

Who is this training for?

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. Whether you're a student, a professional, or simply curious about AI, this course offers a beginner-friendly introduction to the capabilities of Microsoft Copilot and Microsoft 365 Copilot. Learners who take this course are looking to boost their productivity by learning how to interact effectively with AI. They may be exploring ways to streamline tasks, generate content, or manage their workload more efficiently. With a focus on practical skills like writing effective prompts and understanding how Copilot works, this course empowers users to confidently integrate AI into their daily routines.

Training objectives

- Describe Microsoft Copilot and Microsoft 365 Copilot
- Identify tasks that Microsoft Copilot can help with
- Describe how Microsoft Copilot works
- Write effective prompts for Microsoft Copilot

Summary

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. By the end of this course, you'll be able to use Microsoft Copilot to enhance your productivity by effectively managing your tasks and creating new content based on your prompts.

Course outline

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Introduction

- What is Microsoft Copilot?
- What can Microsoft Copilot do?
- How does Microsoft Copilot work?
- Use Effective Prompts
- Exercise
- Explore Microsoft Copilot
- Knowledge Check
- Summary

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually transform business workflows with generative AI through real-world exercises inspired by professional scenarios, promoting immediate application of learnings. They learn how to identify opportunities for automation, integrate generative AI solutions, and optimize business processes to improve organizational efficiency. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable skills to accelerate digital transformation in a professional context.

Prerequisites

Familiarity with Microsoft productivity applications, such as Word, Excel, Outlook, and PowerPoint or equivalent content

Recommendations

Basic knowledge of Microsoft 365 tools Regular use of digital tools Interest in improving productivity with AI

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