

Work smarter with AI : AI-3025

Duration: 1 day

Audience: Pour tous

Who is this training for?

Microsoft 365 users with a Copilot license

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

Accomplish more and unleash your creativity with Microsoft Copilot. In this learning path, you'll learn how to use Microsoft Copilot to help you search, find information, and generate effective content.

Course outline

- 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