Work smarter with AI (AI-3025)

ID AI-3025 **Price** CHF 390.—(excl. VAT) **Duration** 3 hours

Who should attend

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. Prerequisites:

- Learners should be familiar with Microsoft 365 applications and have basic computer literacy.
- The course lab requires a free personal Microsoft account. If you don't already have one, create one at https://signup.live.com before class.

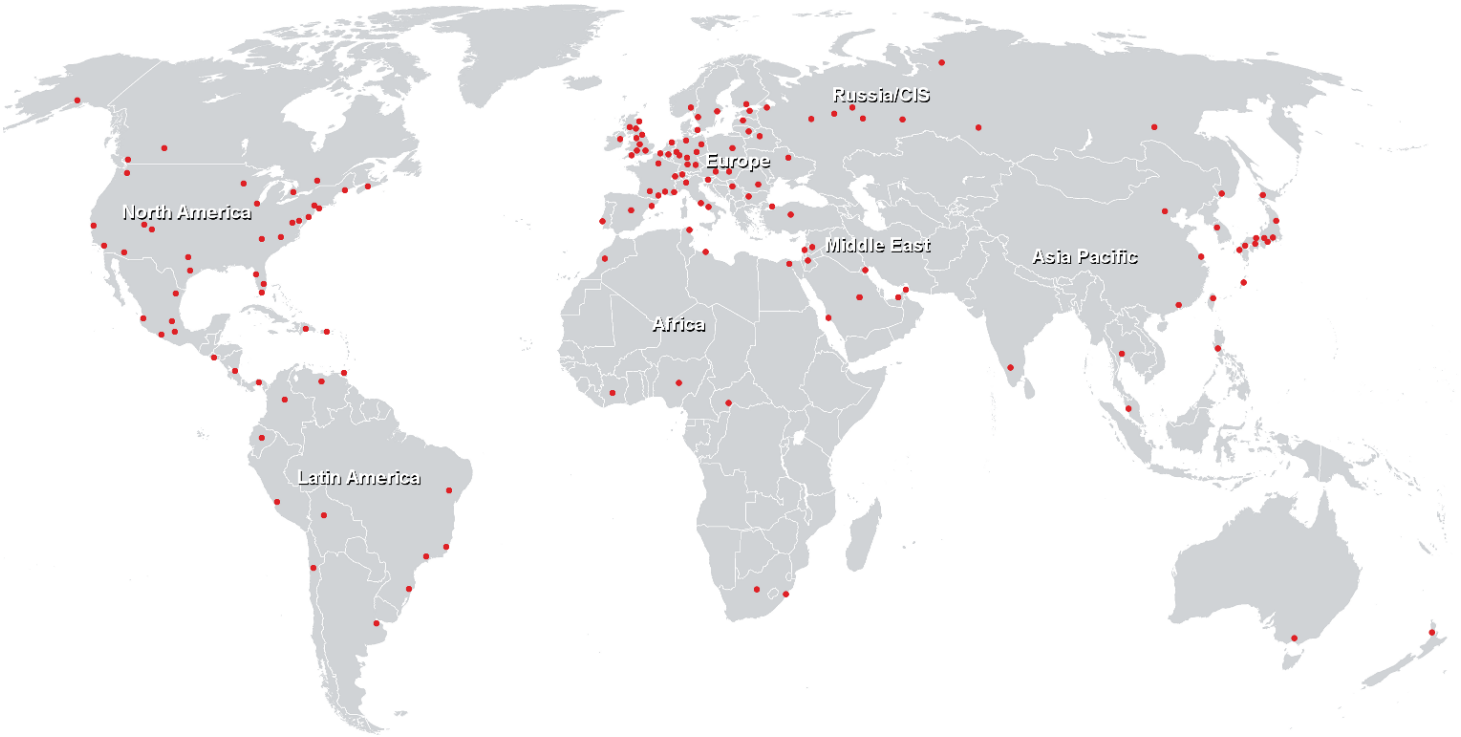
Course Content

Work smarter with AI using Microsoft Copilot

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

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Fast Lane Institute for Knowledge Transfer (Switzerland) AG

Husacherstrasse 3
CH-8304 Wallisellen
Tel. +41 44 832 50 80

info@flane.ch, https://www.flane.ch