

Work smarter with AI (AI-3025)

ID AI-3025 **Price** CHF 690.—(excl. VAT) **Duration** 3 hours

Prerequisites

Familiarity with Microsoft productivity applications, like Word, Excel, Outlook, and PowerPoint.

Course Content

Work smarter with AI using Microsoft Copilot

Microsoft Copilot is an AI-powered assistant that you can use for personal projects and work.

- 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

Training Centres worldwide



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