Work smarter with AI (AI-3025-A) Training

Duration: **3 Day**

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Overview

This course is designed for individuals who want to improve their productivity by using generative AI in everyday work and personal activities. It provides a practical introduction to Microsoft Copilot and Microsoft 365 Copilot, showing how AI-powered assistants can help users complete common tasks more efficiently without requiring any technical background.

Throughout the course, learners will explore how Copilot works, understand the situations where it delivers the greatest value, and discover how it integrates with Microsoft 365 applications. Practical examples include conducting research, creating content, organising workloads, and improving daily productivity. Participants will also develop effective prompt-writing skills to achieve more accurate and relevant AI-generated results.

By the end of the course, learners will have the confidence to use Microsoft Copilot to streamline workflows, create higher-quality content, and increase efficiency across a wide range of everyday tasks.

Prerequisites

To get the most from this course, learners should have:

- Basic experience using Microsoft 365 applications such as Word, Excel, Outlook, and PowerPoint
- General computer skills

No previous knowledge of artificial intelligence or Microsoft Copilot is required.

Who Should Attend

This course is suitable for anyone interested in using AI tools to improve productivity, including:

- Business professionals across all industries
- Office and knowledge workers
- Students
- Individuals who are new to Microsoft Copilot
- Anyone looking for a practical, non-technical introduction to generative AI and its everyday applications

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What You Will Learn

After completing this course, learners will be able to:

- Explain the purpose and core capabilities of Microsoft Copilot and Microsoft 365 Copilot.
- Describe how generative AI can improve productivity in everyday work.
- Recognise tasks where Copilot provides measurable benefits.
- Create effective prompts that produce clear, accurate, and relevant AI responses.
- Use Copilot to support research, content creation, and task management.
- Integrate AI tools into daily workflows to improve efficiency and the quality of work.

Outline

Introduction to Microsoft Copilot and Microsoft 365 Copilot

- Introduction to Microsoft Copilot
- Understanding the differences between Microsoft Copilot and Microsoft 365 Copilot
- Core features and functionality
- Common personal and business use cases

Understanding How Copilot Works

- Introduction to generative AI
- How large language models generate responses
- The importance of data, context, and prompts
- Responsible AI practices and current limitations

AI-Powered Productivity Scenarios

- Using Copilot for research and information gathering
- Supporting communication through emails and summaries
- Improving document creation and editing
- Managing workloads and task priorities
- Real-world examples of AI improving workplace efficiency

Writing Effective Prompts

- Characteristics of a well-written prompt
- Structuring prompts for better results
- Refining and improving prompts through iteration
- Common prompt-writing mistakes and how to avoid them
- Practical prompt-writing exercises

Creating Content with Copilot

- Producing written documents in Microsoft Word
- Building presentations in PowerPoint
- Drafting professional emails in Outlook
- Analysing and summarising data in Excel
- Improving content with AI-generated suggestions

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Using Copilot for Research and Task Management

- Asking effective research questions
- Summarising large amounts of information
- Organising tasks and daily workflows
- Automating repetitive activities
- Supporting decision-making with AI-generated insights

Integrating Copilot into Everyday Workflows

- Identifying opportunities to apply AI in daily work
- Combining Copilot with Microsoft 365 applications
- Creating efficient AI-assisted workflows
- Reviewing AI-generated content for accuracy and quality
- Building confidence in everyday AI usage

Key Benefits

- Official Microsoft learning content aligned with the latest features and capabilities
- Beginner-friendly introduction requiring no technical or AI background
- Strong focus on practical workplace scenarios and real-world applications
- Hands-on experience using Microsoft Copilot across common business tasks
- Increased confidence in adopting AI tools for both professional and personal use
- Prompt-writing skills that can be applied across multiple generative AI platforms