kod szkolenia: AI-3025 / ENG DL 1d

Work smarter with AI

The training covers key issues related to using Microsoft Copilot and Microsoft 365 Copilot to enhance productivity and creativity in a business context. It’s designed for business users who want to explore AI-powered assistance for researching ideas, finding information, and generating content. Through a practical approach, participants will gain the knowledge and skills necessary to effectively use Copilot in their daily work, with an emphasis on writing effective prompts that generate useful results. The training provides an interactive learning experience focused on using Copilot within real business scenarios.

Duration: 3,5 h

Training time: 12:30-16:00

Training recipients

- Business users and information workers who want to explore how Copilot can help them optimize their creativity and productivity in their daily work.
- Professionals familiar with everyday productivity tasks such as finding information, creating and editing documents and presentations, and managing email, who want to leverage AI capabilities.
- Individuals who are not technology professionals but want to understand and utilize AI-powered tools to work more efficiently.
- Users of Microsoft productivity applications (Word, Excel, PowerPoint, Outlook) who want to enhance their workflow with AI assistance.

Benefits

- Understanding AI-powered assistance – You’ll learn how Microsoft Copilot and Microsoft 365 Copilot work and how they can assist you in your daily business tasks.

- Effective prompt writing skills – You'll master the techniques for writing prompts that generate useful and relevant results from Copilot.
- Practical business application – You'll explore real-world scenarios where Copilot can enhance your productivity and creativity in a business context.
- Hands-on interactive experience – You'll gain practical experience through interactive labs that allow you to explore Copilot's capabilities firsthand.
- Immediate productivity gains – You'll be able to apply what you learn immediately to optimize your work with researching ideas, finding information, and generating content.
- Task identification skills – You'll learn to identify which tasks can benefit from Microsoft Copilot assistance, enabling you to work smarter in your role.

Training program

1. Introduction
2. Work Smarter with AI using Microsoft Copilot
   - Introduction
   - What is Microsoft Copilot?
   - Explore Microsoft Copilot
   - Explore Microsoft 365 Copilot
   - How does Microsoft Copilot work?
   - Write effective prompts for Microsoft Copilot
   - Exercise – Explore Microsoft Copilot
3. Conclusion

Expected preparation of the participant

- Familiarity with applications that are typically used in a business context, for example, Microsoft Word, Excel, PowerPoint, and Outlook.

To improve working comfort and the effectiveness of the training, we recommend that each participant use an additional screen/monitor.

To increase the comfort of work and training's effectiveness we suggest using an additional monitor. The lack of additional monitor does not exclude participation in the training, however, it significantly influences the comfort of work during classes.

You can find information and requirements of participation in Distance Learning trainings at: https://www.altkomakademia.pl/en/how-it-works/about-courses/

Training Includes

- manual in electronic form available on the platform: https://learn.microsoft.com/pl-pl/training/
- access to Altkom Akademia's student portal

Training method:

- Lecture (25%)
- Workshops (50%)
- Exercises (25%)

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Language

- Training: English
- Materials: English