skillsoft global knowledge™

USE AI FOR EVERYDAY TASKS

Course Code: 821789

Discover how AI can simplify and enhance your daily activities. This training session is tailored for business users looking to integrate AI tools into their everyday routines. You'll learn how to leverage AI for tasks such as scheduling, email management, data analysis, and more. The session will conclude with an overview of how to develop AI skills that drive organizational growth.

What You'll Learn

By the end of this course, learners will be able to:

- Know what generative AI is and ways to use it for everyday tasks
- Understand the basics of writing effective prompts and identify useful prompt resources
- Create and expand prompts and analyze results
- Use different AI tools to prompt and build on results
- Understand how to use AI responsibly and ethically

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CLASSROOM LIVE	$0 USD	1 Session

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VIRTUAL CLASSROOM LIVE	$0 USD	1 Session

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.