



# WORK SMARTER WITH AI (AI-3025)

Course Code: 834094

Get more done and unleash your creativity with Microsoft Copilot. In this learning path, you'll explore how to use Microsoft Copilot to help you research, find information, and generate effective content.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor.

## Prerequisites

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

# WORK SMARTER WITH AI (AI-3025)

Course Code: 834094

CLASSROOM LIVE

\$675 USD

1 Day

## Classroom Live Outline

### **Module 1: Work smarter with AI using Microsoft Copilot**

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

Jun 17 - 17, 2025 | 9:00 AM - 5:00 PM EDT

Aug 19 - 19, 2025 | 9:00 AM - 5:00 PM EDT

Oct 21 - 21, 2025 | 9:00 AM - 5:00 PM EDT



# WORK SMARTER WITH AI (AI-3025)

Course Code: 834094

PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

Date created: 4/18/2025 5:31:10 AM

Copyright © 2025 Global Knowledge Training LLC. All Rights Reserved.