Document Generated: 10/31/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Work smarter with AI (AI-3025)



About This Course:

Discover how Microsoft Copilot and Microsoft 365 Copilot can transform the way you work by leveraging AI to boost productivity and simplify complex tasks. This course Work smarter with AI will guide you through their key features, helping you identify where they can assist in your daily operations. You'll also learn how to craft effective prompts and understand how these tools deliver intelligent assistance. Engage in hands-on labs to explore their capabilities and enhance your workflow

efficiency.

Course Objectives:

- Understand the role of Microsoft Copilot and its integration with Microsoft 365 tools.
- Identify everyday tasks where Microsoft Copilot enhances productivity.
- Learn how Microsoft Copilot processes and delivers intelligent assistance.
- Practice creating effective prompts to maximize the utility of Microsoft Copilot.

Audience:

- Business Managers

Prerequisites:

- Familiarity with Microsoft productivity applications, such as Word, Excel, Outlook, and PowerPoint.

Course Outline:

- Describe Microsoft Copilot and Microsoft 365 Copilot
- Identify tasks with which Microsoft Copilot can assist
- Describe how Microsoft Copilot works.
- Write effective prompts for Microsoft Copilot
- Lab: Explore Microsoft Copilot