

KOENIG SOLUTIONS · COURSE OUTLINE

GenAI for Users: Bing Chat & M365 Copilot

Learn to use Bing Chat, M365 Copilot and prompt engineering to streamline everyday work with Generative AI.

8 Hours

DURATION

6

MODULES

14

TOPICS

6

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course introduces the basics of Generative AI, including its history, key models, and ethical implications. It covers prompt engineering techniques for crafting effective prompts, then moves into using Microsoft Bing Chat to streamline work and Copilot within Word, PowerPoint and Excel to support content creation, slide design and data analysis. It also examines ethical and security concerns in Generative AI, such as data privacy risks, before introducing other AI tools including Gemini, Google AI Studio and LLaMA.

WHO THIS COURSE IS FOR

Office Workers

Business Professionals

Content Creators

Data Analysts

Productivity Tool Users

LEARNING OBJECTIVES

- A comprehensive understanding of Generative AI, encompassing its historical context, key models, and ethical implications
- Gaining practical skills in streamlining tasks with Microsoft Bing Chat
- Learn about Prompt Engineering and how to craft effective prompts to enhance AI-generated outputs
- Explore the use of Copilot in Word, PowerPoint, and Excel to boost productivity and automation
- Understand Security Concerns in Generative AI
- Get an introduction to popular AI tools like Gemini, Google AI Studio, and LLaMA to expand AI capabilities

6 Modules, 14 Topics

01

Quiz

Introduction to Generative AI

TOPICS

- Learn about the basics of generative AI, including its history, popular models, how it works, ethical implications, and much more

02

Quiz

Prompt Engineering

TOPICS

- Understand the fundamentals of Prompt Engineering, including techniques for crafting effective prompts
- Learn how different prompts impact AI-generated responses and explore best practices for refining interactions with AI models

03

Quiz

Streamlining Your Work with Microsoft Bing Chat

TOPICS

- Learn how to leverage Microsoft Bing Chat to streamline and automate your work

04

Quiz

Using Copilot with Word, PowerPoint, and Excel

TOPICS

- Explore how Copilot enhances productivity in Microsoft Office tools
- Learn how to use AI-powered assistance in Word to generate content, rewrite text, and summarize information
- Discover how Copilot in PowerPoint helps with slide creation
- Utilize Copilot in Excel for data analysis, formula suggestions, and automation

05

Quiz

Ethics and Security Concerns in Generative AI

TOPICS

- Learn why ethical considerations are a critical part of the generative AI creation and deployment process
- Understand the security concerns in Generative AI, such as data privacy risks

06

Quiz

Introduction to AI Tools - Gemini, Google AI Studio, and LLaMA

TOPICS

- Get an overview of popular AI tools and platforms that enhance AI capabilities
- Learn about Gemini, Google's advanced AI model for multimodal processing and doing work related tasks
- Explore Google AI Studio
- Understand LLaMA (Large Language Model Meta AI), Meta's open-source AI model and how it differs from other generative AI tools

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction to Generative AI	Quiz
02	Prompt Engineering	Quiz
03	Streamlining Your Work with Microsoft Bing Chat	Quiz
04	Using Copilot with Word, PowerPoint, and Excel	Quiz
05	Ethics and Security Concerns in Generative AI	Quiz
06	Introduction to AI Tools - Gemini, Google AI Studio, and LLaMA	Quiz

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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