

KOENIG SOLUTIONS • COURSE OUTLINE

AI-3025: Work Smarter with AI

Learn to use Microsoft Copilot to research topics, find information, and generate effective content with well-crafted prompts.

4 Hours

DURATION

3

MODULES

5

TOPICS

1

HANDS-ON EXERCISE

4 hours (0.5 days)

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

Office Workers

Content Creators

Researchers

Business Professionals

LEARNING OBJECTIVES

- Explain what Microsoft Copilot is
- Describe how Microsoft Copilot works
- Identify what Microsoft Copilot can do
- Apply effective prompts to guide Copilot responses
- Assess Copilot-generated content for usefulness

3 Modules, 5 Topics

01

Introduction

TOPICS

Overview · What is Microsoft Copilot?

02

Capabilities of Microsoft Copilot

TOPICS

What can Microsoft Copilot do? · How does Microsoft Copilot work?

03

Using Microsoft Copilot Effectively

TOPICS

Use effective prompts

EXERCISE

- Explore Microsoft Copilot

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.

Visit koenig-solutions.com

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