



GTech Learn

"Our focus is your Success"

Course Contents



AI-3025: Work smarter with AI

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| Duration: 3 Hours | Level: Beginner | Role: Business User |
| Certification: Not available | Public Schedules: View Dates | Private Delivery: Reach Us |

What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



Data & AI
Azure

Training Services

Email: info@gtechlearn.com

Overview

Microsoft Copilot is an AI-powered assistant that helps you accomplish more, whether you're working on personal projects or professional tasks. In this course, you'll get a high-level introduction to Microsoft Copilot and Microsoft 365 Copilot, learn about their capabilities, identify tasks they can support, and understand how they work behind the scenes. You'll also gain practical skills in writing effective prompts to generate useful, relevant results. By the end of this course, you'll be able to use Microsoft Copilot to enhance your productivity by effectively managing your tasks and creating new content based on your prompts.

Audience Profile

This course is ideal for those who are new to Microsoft Copilot or generative AI and want to understand how these tools can enhance their everyday work and personal projects. Whether you're a student, a professional, or simply curious about AI, this course offers a beginner-friendly introduction to the capabilities of Microsoft Copilot and Microsoft 365 Copilot. Learners who take this course are looking to boost their productivity by learning how to interact effectively with AI. They may be exploring ways to streamline tasks, generate content, or manage their workload more efficiently. With a focus on practical skills like writing effective prompts and understanding how Copilot works, this course empowers users to confidently integrate AI into their daily routines.

Contents

Learning Path 1: Work smarter with AI

- What is an AI?
- Basic AI Concepts
- What is Microsoft Copilot
- Guidelines for effective prompts

About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.







As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

Our Accreditations with Microsoft

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|  Security Training Services |  Modern Work Training Services |  Business Applications Training Services |
|  Infrastructure Azure Training Services |  Digital & App Innovation Azure Training Services |  Data & AI Azure Training Services |