AI-3025: *Work smarter with AI*

Overview

Course Duration: 4 hours

About This Course

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.

Course Outline

Module 1: Work smarter with AI using Microsoft Copilot

Microsoft Copilot is an AI-powered assistant that you can use for personal projects and work.

 Lesson

- Describe Microsoft Copilot and Microsoft 365 Copilot
- Identify tasks with which Microsoft Copilot can assist
- Create and manage sensitive information types
- Describe how Microsoft Copilot works.
- Protect email with Microsoft Purview Message Encryption
- Write effective prompts for Microsoft Copilot

Prerequisites

Before attending this course, students should have:

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