OKAI-201

AI for working with documents and information

Description:

This course focuses on advanced practical work with AI in document, information, and knowledge processing, as well as on using AI as an everyday work assistant.

You will learn to summarize, compare, and edit documents; create documents and presentations by extracting data from various sources; and extract data from source materials—for example, by recognizing data on invoices. You will learn to create AI assistants that will perform tasks you define—they will help you, for example, with writing emails, filling out forms, preparing documents and reports, as well as with generating ideas or simulating various scenarios. We'll also demonstrate how to use an AI Agent that already works independently with a predefined goal, plans individual steps on its own, performs actions, and can therefore also decide on the next course of action.

Students will be able to:

- Speed up and organise your work with documents
- Learn to handle information more reliably
- Create your own workflows using AI
- Gain basic experience with automation

Course requirements:

Basic practical knowledge of AI at the course level OKAI-120 - Unlock the potential of AI.

This course is intended for:

Advanced users in the field of AI.

This course is designed for administrative staff, managers, HR professionals, sales representatives, teachers, researchers, and staff at nonprofit organizations.

Literature:

All training participants will receive OKsystem study materials.

Hardware:

All classrooms are equipped with high-standard computers connected to the Internet, the classrooms are spacious, air-conditioned, barrier-free and have Wi-Fi access. If you wish, the training can be completed online live.

Syllabus:

- Working with documents (summarizing, comparing, editing)
- Searching for and working with information

- Extracting data from source materials
- Verifying outputs and identifying inaccuracies
- Assistants and Agents: Building an assistant based on specific knowledge and domains
- Overview of tools for automation and intuitive programming – vibecoding

Contact us
OKsystem a.s., Na Pankráci 1690/125, 140 00 Prague 4
(+420) 236 072 111 skoleni@oksystem.cz www.okskoleni.cz

OKškolení
by OKsystem