MCOPILOT

Copilot in M365 - Everyday Use

Description:

In our course "Copilot in M365 - Everyday Use", you will have the opportunity to test everything yourself. We will start with a brief introductory session focusing on the capabilities and limitations of Copilot, show you the areas where it can be used, and then dive into experimenting with Copilot in various M365 applications. This training is ideal for those who want to not only understand the principles of AI but also gain practical skills that they can immediately apply in their work.

Students will be able to:

Differentiate the main AI tools based on their capabilities and usage.
Get an overview of MS Copilot and explore its applications in work scenarios.
The course will include a minor theoretical part, with the main focus on practical demonstrations.

Course requirements:

Familiarity with the M365 environment, basic computer skills, and a willingness to learn something new.

This course is intended for:

Anyone interested in AI and MS Copilot.

Literature:

All sources are online.

Hardware:

Syllabus:

- AI, generative AI, Copilot, ChatGPT, Midjourney
    - What they are and how to navigate them.
- Using AI tools in everyday work.
- Copilot and where to get it.
- How to use Copilot and where it can help.
- Copilot in M365 and creating standard documents.
- Copilot in MS Teams.
- Copilot in the workday.

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