

COURSE OVERVIEW

Course name

(AI-3025) Work smarter with AI

DURATION: 3 Hours

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg 2196

Gauteng

192 on Bram
192 Bram Fischer Drive Ferndale,
Randburg Johannesburg 2160

Cape Town

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Bridgeway Precinct,
Century City 7411

Durban

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COURSE OVERVIEW

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.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the key features and benefits of Microsoft 365 Copilot
- Know how to write effective prompts
- Explore Microsoft Copilot

AUDIENCE

This course is targeted towards business users who want to enhance their Microsoft 365 Copilot skills to solve business-related use case scenarios.

PREREQUISITES

It essential that attendees have Microsoft 365 Copilot available to them

CONTENT

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- The core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: How to write effective prompts

- State a specific goal
- Add context to maximise response appropriateness and relevance.
- Set clear expectations for the format of the response.
- Provide a source of data with which to ground the response
- Iterate based on previous prompts and responses to refine the result.

Module 3: Exercise - Explore Microsoft Copilot

- Open Microsoft Copilot
- Explore Microsoft 365 Copilot

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client