

AI 3025: Work Smarter With AI



Days: 1

Audience: This course is ideal for professionals across industries who use Microsoft 365 tools and want to increase efficiency, enhance their skillset, and gain a competitive edge by integrating AI into their daily workflows. It's especially beneficial for team leads, administrative professionals, analysts, marketing staff, and project managers.

Prerequisites: Basic proficiency in Microsoft 365 applications (Word, Excel, Outlook, Teams).

Description: AI 3025 empowers learners to work smarter by unlocking the full potential of Microsoft Copilot. Through hands-on training and real-world applications, participants will learn to streamline workflows, reduce manual tasks, and enhance collaboration using AI capabilities built into Microsoft 365 apps like Word, Excel, Outlook, Teams, and more. Whether you're new to AI or ready to dive deeper, this course offers flexible delivery options tailored to different learning needs and job roles.

Course Overview: Participants will:

- Understand how AI and Microsoft Copilot work together to automate and enhance everyday tasks
- Learn to write effective prompts to get the best results from Copilot
- Explore practical use cases across content creation, communication, data analysis, collaboration, and more
- Gain hands-on experience within Microsoft 365 tools using Copilot
- Discover how AI can lead to long-term cost savings, higher productivity, and better team performance

OUTLINE

LESSON 1: FOUNDATIONS OF AI & MICROSOFT COPILOT

- Define artificial intelligence and its role in workplace productivity
- Understand what Microsoft Copilot is and where it lives in Microsoft 365
- Learn how to access and navigate Copilot within common Microsoft applications
- Discuss real-world business applications for AI in the workplace
- Review ethical use, data privacy, and limitations of AI tools

LESSON 2: PROMPT WRITING ESSENTIALS FOR BUSINESS USERS

- Learn how to write clear, effective prompts for optimal results
- Understand how Copilot interprets and responds to input

- Practice refining prompts for tone, format, or detail
- Use prompts to draft emails, generate content, or summarize notes
- Explore tips for iterating on AI responses

LESSON 3: USING COPILOT FOR RESEARCH, WRITING, AND VISUALS

- Perform market research and summarize findings using AI
- Generate first drafts of business proposals, reports, and social media posts
- Create image prompts for presentations or branding ideas
- Speed up content ideation and editing processes
- Explore tools like Designer and Bing Image Creator (if applicable)

AI 3025:

Work Smarter With AI

LESSON 4: WORD + COPILOT: WRITING WITH AI SUPPORT

- Use Copilot to create document outlines and structured drafts
- Summarize long documents and rephrase content
- Adjust tone and style for internal or external communications
- Automate formatting, lists, and grammar corrections
- Insert tables, headings, and action points with AI commands

LESSON 5: EXCEL + COPILOT: SMARTER SPREADSHEETS

- Ask Copilot to analyze, summarize, or visualize data
- Use natural language to create formulas or clean up messy datasets
- Build charts, tables, and dashboards with AI help
- Generate projections, comparisons, and summaries quickly
- Improve confidence in using Excel for data storytelling

LESSON 6: OUTLOOK + COPILOT: MASTERING EMAIL EFFICIENCY

- Draft, summarize, or respond to emails with Copilot assistance

- Catch up on unread emails using AI-generated digests
- Customize email tone, content, or structure based on the recipient
- Schedule meetings and manage follow-ups more efficiently
- Save time on repetitive communication tasks

LESSON 7: ONEDRIVE + COPILOT: DATA MANAGEMENT MADE SIMPLE

- Organize, search, and manage files with AI guidance
- Summarize file content without opening the full document
- Use Copilot to understand shared documents at a glance
- Collaborate more effectively with notes, recaps, and file suggestions

LESSON 8: TEAMS & PLANNER + COPILOT: COLLABORATE & TAKE ACTION

- Use Copilot to summarize Teams chats and meeting recordings
- Generate action items, task lists, and follow-up plans
- Assign tasks and update project timelines in Planner using AI
- Collaborate in real-time with Copilot-powered suggestions
- Streamline communication across departments