COURSE SYLLABUS

AI for Workplace Productivity with Microsoft Copilot Course Online

Learn how to use Microsoft Copilot and its integration with Microsoft 365 apps such as Excel, Word, PowerPoint, Outlook, Teams, and OneDrive to work more efficiently, save time, and enhance both creativity and professionalism.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/ai-for-workplace-productivity-with-microsoft-copilot-course-online



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Course Outline

The Technology & Importance of AI (Artificial Intelligence)

- What is a Large Language Model (LLM) & how does it work?
- The Importance of AI
- AI Products from Microsoft vs OpenAI (makers of ChatGPT)

Data Privacy

- Large Language Model Training & Data Privacy
- Does Copilot use your Company Data for Training the AI?

Copilot Plans: Free vs Paid

- Copilot vs Copilot Pro vs Microsoft 365 Copilot
- Copilot Plans for Individuals
- Copilot Plans for Organizations
- Microsoft Copilot vs GitHub Copilot

Getting Started with Copilot: Writing Prompts

- Ask Copilot a Question
- Work vs Web Tabs
- Follow Up Messages
- Create a New Chat or Continue the Current Chat?
- What to Do If You Are Not Satisfied with Copilot's Response
- Edit in Pages

Ideas For How You Can Use AI

- What can Copilot do for you?

- Learn the Most Important Aspects About a Topic
- Write Something For You
- Get Summaries of Documents, Articles, etc
- Improve Your Writing
- Clean Up a Video Transcript
- and many more...

Generating Images

- Generating Images from a Text Prompt
- The Style of Graphics: Illustration vs Photography
- Tips for Generating Realistic Looking Photos
- Tips for Creating Images with Copilot

Things to Watch Out For

- Potential Downsides to Generative AI
- AI is Not Perfect (You must verify)

Copilot's Integration into Microsoft Office (365) Apps

- Excel
- Word
- PowerPoint
- Outlook (App or outlook.com)
- Teams (Meetings & Chat)
- OneDrive

Microsoft Excel

- Write formulas for you (inside Excel)
- Insert columns for you
- Apply color and formatting
- Understand/visualize your data by having Copilot create charts, Pivot Tables, and even Pivot Charts

Microsoft Outlook & Email

- Get caught up on your email faster
- Write better emails (Copilot can write emails for you or suggest improvements to what you write)
- Create email rules

Microsoft Word

- Summarize documents
- Have it review your writing
- Have it write for you:
  - Brand new writing based on a prompt you type
  - Based on a reference file you provide it

Microsoft PowerPoint

- Summarize PowerPoint presentations
- Ask questions about content in a presentation
- Generate entire presentations with a Copilot prompt
- Convert files into PowerPoint presentations

- Add new slides

Microsoft Teams (Meetings & Chat)

- Catch up on chats with coworkers
- Ask questions and get answers about a meeting without having to rewatch a meeting or read the entire transcript
- Review/create meeting notes
- Catch up on a meeting if you're late

Microsoft OneDrive

- Summarize files
- Ask questions about a file's contents
- Compare files

Using AI In "Your" Job

How can AI help "you specifically" in your job?

Microsoft Copilot vs ChatGPT

- When to use Copilot Instead of ChatGPT
- When to use ChatGPT instead of Copilot

Copilot & AI Are Rapidly Developing

Resources for Staying Up to Date

Copilot Mobile Apps

Getting the correct Mobile App for your plan (there are multiple)