COURSE SYLLABUS

# AI for Workplace Productivity with Microsoft Copilot

Learn how to use Microsoft Copilot and its integration into Office apps (365 apps such as Excel, Word, PowerPoint, Outlook, Teams, and OneDrive) to expand your capabilities, save time, and make you more creative/professional.

For more information, visit
https://www.creativelive.com/classes/ai-workplace-productivity

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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 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
- Using Work IQ
- 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
- 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, PivotTables, and PivotCharts
- Analyze your data

### 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
- Have it write for you: 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)