

# AI for Workplace Productivity with Microsoft Copilot

Leverage artificial intelligence (AI) to enhance productivity in the workplace. Use Microsoft Copilot to expand your capabilities, save time, and make you more creative/professional. In this course you'll learn practical applications of Copilot and it's integration into Office applications.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://training-nyc.com/courses/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 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 in PowerPoint presentations

- Add new slides

### **Microsoft Teams (Meetings & Chat)**

- Catch up on a 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)