

MICROSOFT OFFICIAL CURRICULUM

Microsoft

Work smarter with AI

AI-3025

Official Microsoft Learn-aligned instructor-led program for Work smarter with AI.

AI

Beginner

Microsoft 365

DURATION

1 day

LEVEL

Beginner

FORMAT

Virtual, On-site, or Hybrid

CERTIFICATION

AI-3025

AUDIENCE PROFILE

Built for these roles

This course is ideal for those who are new to Microsoft Copilot or generative AI and want to understand how these tools can enhance their everyday work and personal projects. Whether you're a student, a professional, or simply curious about AI, this course offers a beginner-friendly introduction to the capabilities of Microsoft Copilot and Microsoft 365 Copilot. Learners who take this course are looking to boost their productivity by learning how to interact effectively with AI. They may be exploring ways to streamline tasks, generate content, or manage their workload more efficiently. With a focus on practical skills like writing effective prompts and understanding how Copilot works, this course empowers users to confidently integrate AI into their daily routines. Prerequisites: - Learners should be familiar with Microsoft 365 applications and have basic computer literacy. - The course lab requires a free personal Microsoft account. If you don't already have one, create one at <https://signup.live.com> before class.

OVERVIEW

Executive overview

Microsoft Copilot is an AI-powered assistant that helps you accomplish more, whether you're working on personal projects or professional tasks. 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. By the end of this course, you'll be able to use Microsoft Copilot to enhance your productivity by effectively managing your tasks and creating new content based on your prompts.

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen capability in ai scenarios
- Strengthen capability in microsoft 365 scenarios
- Strengthen capability in role-based scenarios

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ENTERPRISE CUSTOMIZATION

Enterprise customization

Tailor this program to your organization's priorities: Builds current Microsoft credential readiness for Work smarter with AI using the official Microsoft Learn outline.

Customization options

- Align labs to your production environment and platform priorities
- Add readiness reviews and instructor-led practice sessions
- Extend into project-specific architecture or delivery coaching

CURRICULUM

Curriculum roadmap

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MODULE 1

Work smarter with AI

Get more done and unleash your creativity with Microsoft Copilot.

- Work smarter with AI using Microsoft Copilot

PRIVATE DELIVERY

Plan a private cohort for your team

Scope delivery format, role mix, and rollout timeline with our solutions team.

[Plan Private Delivery](#)

[Book advisory call](#)

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