



AI IN EVERYDAY WORK

Help employees use Copilot confidently, responsibly, and efficiently across Microsoft



£18 per user



Self-paced



eLearning



8 hours

Purpose

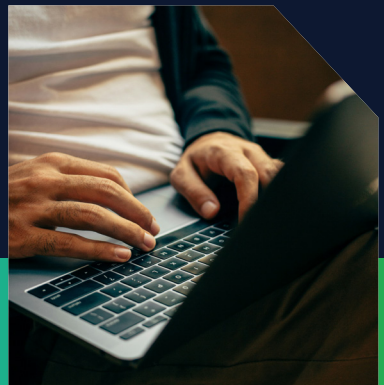
Enable employees to use Microsoft Copilot effectively in everyday tasks. Learners develop skills in prompt writing, responsible AI use, applying Copilot across Microsoft 365 apps, improving productivity, enhancing output quality and engaging safely within organisational policies.

Modules

- Introduction to Copilot
- Copilot – Chat
- Copilot – Prompts and Vision
- Using AI in Other Microsoft Apps
- Using Bing & Copilot
- Working Efficiently
- Videos and Online Tools
- Copilot Agent

Benefits

- Improved productivity using Copilot and Microsoft 365
- Faster task completion and higher-quality outputs
- Increased confidence in responsible AI usage
- Scalable AI capability across the organisation



Get in touch to find out more...

Email: info@aspire2be.co.uk

Or scan the QR code to register your interest