

MICROSOFT CO-PILOT GETTING THE MOST FROM YOUR DOCUMENTS

1 DAY

COURSE SUMMARY

This course is designed to help participants overcome writer's block and enhance their document creation process with the help of Co-Pilot. The course aims to provide a comprehensive understanding of how to leverage Co-Pilot to enhance creativity and productivity in document creation.

COURSE CONTENT

USING CO-PILOT FOR BRAINSTORMING AND IDEA GENERATION

- Select and Use Co-Pilot tools
- Use Co-pilot for brainstorming

USING CO-PILOT TO PRODUCE WRITTEN TEXT

- Using Co-pilot to generate text
- Using Co-pilot to revise existing text.
- Selecting the appropriate Co-Pilot generating tool
- Using foundational prompt engineering techniques

IMPLEMENTING TEXT GENERATION IN A BUSINESS SETTING

- Solving business problems using co-pilot
- Addressing ethical concerns

USING CO-PILOT TO PRODUCE IMAGES

- Generating new images
- Import generated images into work