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AI-3025 Work Smarter with Microsoft Copilot and AI

Boost productivity with Microsoft Copilot and Microsoft 365 Copilot.

Course description

AI-3025 introduces learners to Microsoft Copilot and Microsoft 365 Copilot and shows how generative AI can lift productivity, creativity and collaboration in everyday work. Participants explore Copilot's core capabilities, see how AI assistants operate, and spot real business tasks where Copilot can save time and effort.

The course also covers prompt engineering fundamentals, so learners can communicate clearly with AI systems and get useful, relevant and context-aware responses. Guided demonstrations and activity-based exercises give hands-on exposure to content generation, summarization, ideation and task management with Copilot.

By the end, learners can confidently use Microsoft Copilot to streamline workflows, boost productivity and apply AI-assisted solutions in both professional and personal settings.

Course details

Level: Beginner
Duration: 1 Day

Activities

This course includes presentations, demonstrations, and labs. More than 50% of the course is guided activities and practical Copilot scenarios, including real-time demonstrations, AI prompt exercises and productivity-based tasks. Learners also receive supporting materials, exercises and guided examples for continued practice.

Course objectives

In this course, you will learn to:

- Describe the capabilities and benefits of Microsoft Copilot and Microsoft 365 Copilot.
- Explain how generative AI and Copilot technologies work behind the scenes.
- Identify business and personal productivity scenarios where Copilot can help.
- Create effective prompts that produce accurate and relevant AI responses.
- Use Microsoft Copilot to research, summarize and generate content.
- Apply formatting, tone and contextual instructions in prompts.
- Improve productivity with AI-assisted task management and content creation.
- Follow responsible AI usage and best practices when working with Copilot.
- Explore practical Copilot use cases across Microsoft 365 applications.

Intended audience

This beginner-friendly course is intended for people who want to use Microsoft Copilot to work more productively, including:

- Business users.
- Microsoft 365 users.
- Students and professionals exploring AI.
- Individuals interested in improving productivity using AI tools.

Prerequisites for the AI-3025 Course

Prerequisites for this beginner-friendly course:

- Basic familiarity with Microsoft 365 applications such as Word, Excel, Outlook and PowerPoint.
- Basic computer literacy and internet usage knowledge.
- Interest in learning generative AI and productivity tools.
- No prior AI or programming experience required.

Course outline

Module 1 Introduction to Microsoft Copilot

- Understand Microsoft Copilot and Microsoft 365 Copilot
- Explore the capabilities of generative AI
- Identify common tasks supported by Copilot
- Learn how Copilot improves productivity and creativity

Module 2 Understand How Microsoft Copilot Works

- Learn the basics of generative AI and large language models
- Understand how prompts influence AI responses
- Explore responsible AI principles and limitations
- Examine how Copilot generates contextual responses

Module 3 Use Effective Prompting Techniques

- Write clear and effective prompts
- Apply tone, formatting and contextual instructions
- Generate summaries, emails, ideas and content using prompts
- Improve AI responses through prompt refinement

Module 4 Work Smarter with Microsoft Copilot

- Use Copilot for content generation and summarization
- Perform research and information-gathering tasks
- Enhance productivity using AI-powered assistance
- Explore real-world business productivity scenarios

Key features of the AI-3025 course

- **Hands-on activities:** more than 50% of the course is guided activities and practical Copilot scenarios.
- **Interactive learning:** real-time demonstrations, AI prompt exercises and productivity-based tasks.
- **Expert-led sessions:** delivered by Microsoft-certified trainers with Copilot and AI productivity expertise.
- **Real-world business use cases:** practical scenarios showing how Copilot supports workplace productivity and collaboration.
- **Beginner-friendly path:** designed for users with minimal AI exposure, so concepts are easy to apply.
- **Prompt engineering practice:** learn to write prompts that produce accurate and meaningful AI outputs.
- **Learning resources:** supporting materials, exercises and guided examples for continued practice.
- **Industry-aligned curriculum:** follows Microsoft's official learning objectives and emerging AI productivity trends.

Why choose CloudThat as your training partner?

- **Expert Microsoft Copilot trainers** – certified Microsoft professionals with practical AI productivity and Microsoft 365 experience.
- **Hands-on learning approach** – activity-based sessions that build practical, real-world Copilot skills.
- **Real-world productivity scenarios** – business-focused practice in summarization, ideation, content generation and task management.
- **Flexible training options** – instructor-led online, classroom, corporate or customized programs.
- **Comprehensive learning support** – guided exercises, practical labs, study resources and post-training support.
- **Industry-aligned curriculum** – follows Microsoft's official learning objectives and current enterprise AI productivity needs.

Frequently asked questions

What is the AI-3025 course about?

It introduces Microsoft Copilot and Microsoft 365 Copilot, with a focus on AI-powered productivity, prompt engineering and practical workplace use cases.

Who should take the AI-3025 course?

Business users, students, Microsoft 365 users and professionals who want to improve productivity with AI tools.

Do I need coding knowledge for AI-3025?

No. The course is beginner-friendly and requires no programming or technical AI experience.

What skills will I gain in this course?

Effective prompting, AI-assisted content generation, summarization, ideation and productivity improvement with Microsoft Copilot.

Does the course include hands-on activities?

Yes. It includes guided exercises, prompt-writing activities and practical demonstrations using Microsoft Copilot.

What applications can Microsoft Copilot support?

Word, Excel, Outlook and PowerPoint, plus research, content creation, summarization and collaboration tasks.

Is AI-3025 suitable for beginners?

Yes. It is designed for learners who are new to AI and Microsoft Copilot.

How does prompt engineering help with Copilot?

Clear, structured instructions improve the quality, accuracy and relevance of AI-generated responses.

What career benefits does AI-3025 provide?

It builds AI literacy, workplace productivity and digital collaboration skills that are valued across industries.

What salary benefits can AI productivity skills provide?

Professionals skilled in AI productivity tools and Microsoft Copilot are increasingly valued for workplace transformation and digital productivity initiatives.

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Your course overview ends here.
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About CloudThat

Established in 2012, CloudThat is an award-winning company and the first in India to offer cloud training and consulting services for individuals and enterprises worldwide. Recently, it won Google Cloud's New Training Partner of the Year Award for 2025, becoming the first company in the world in 2025 to hold awards from all three major cloud giants: AWS, Microsoft, and Google. CloudThat notably won consecutive AWS Training Partner of the Year (APJ) awards in 2023 and 2024 and the Microsoft Training Services Partner of the Year Award in 2024, bringing its total award count to an impressive 12 awards in the last 8 years.

CloudThat specializes in Cloud Migration, Data Platforms, DevOps, IoT, and cutting-edge technologies like Gen AI & AI/ML. As a Microsoft Solutions Partner, AWS Premier Tier Training Partner, Google Cloud Platform Partner, and collaborator with leading organizations like HPE, Oracle, Nvidia and Databricks, CloudThat has trained over 850,000 professionals across 600+ cloud certifications, empowering students and professionals worldwide to advance their skills and careers.

To know more about our cloud certification training, email at sales@cloudthat.com or call us at +91-8880002200 or +1-8555588830 for those from outside India.