

Harness AI-Powered Productivity with Microsoft 365 for Daily Success

Program Description

Microsoft 365 Copilot: Unlocking Productivity with AI is a hands-on program designed to help learners master the integration of AI into everyday workflows. Through demos and real-world examples, participants will explore how Copilot enhances Word, Excel, PowerPoint. The Program also introduces Generative AI fundamentals, showing how Copilot leverages AI to streamline tasks, automate processes, and boost creativity. By the end, learners will be equipped to transform daily routine work into efficient, AI-powered workflows that save time and elevate output quality.

Benefits of the Program

- **Boost Productivity Across Microsoft 365:** Learn how Copilot accelerates document drafting, presentations, and communication.
- **Hands-On AI Integration:** Gain practical experience applying Copilot features directly in Word, Excel, PowerPoint
- **Smarter Workflows:** Automate repetitive tasks, generate insights, and create polished outputs faster than ever.
- **Future-Ready Skills:** Build confidence in using Generative AI responsibly and effectively in professional settings.
- **Practical Prompt Engineering:** Learn how to craft effective prompts to get the best results from Copilot and other AI tools.

- AI Beginners Guide: What is AI?**
- AI for Everyone**
- Generative AI Fundamentals - Concepts, Use Cases, and Practical Essentials**
- Prompt Engineering for Everyone with ChatGPT and GPT-4**
- Microsoft 365 Copilot: Unlocking Productivity with Copilot and Office**
- Introduction to Responsible AI (Google Cloud)**
- Responsible AI on Azure**
- Ethical Considerations in Generative AI**

Total No. Of Certificates: 8 Certificates, one for each of above.

Total Duration: 25 hours

Artificial Intelligence Beginners Guide: What is AI?

Kickstart your AI journey with our artificial intelligence course. It covers the basics of AI, the connection between AI and machine learning, and the techniques that you will need to get started.

Program Duration

1 Hour

Learning Format

Online and On-demand

Course Curriculum

Introduction

Lesson 1 : Introduction to AI

Lesson 2 : Relationship between AI and ML

Lesson 3 : Machine Learning Techniques

Lesson 4 : Future of AI

6+ Skills Covered

- Fundamentals of Artificial Intelligence
- Machine Learning Concepts and Methods
- Real-World AI Applications
- AI Ethics and Responsible Development
- Data Analysis for AI Projects
- Problem-Solving with AI Tools

AI for Everyone

Explore how AI is transforming industries and everyday work. Understand real-world applications, generative AI tools, and AI-driven decision-making. Learn how to use popular AI platforms to improve productivity, analyze data, and build practical workflows across business functions.

Program Duration

2 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Course Introduction

Lesson 02: Learning Objectives

Lesson 03: Applications of AI Across Industries

3.01 Applications of AI Across Industries

3.02 Applications of AI in Healthcare and Financial Services

3.03 Applications of AI in Retail and E Commerce

3.04 Applications of AI in Manufacturing and Education

3.05 Applications of AI in Marketing and Sales

3.06 Demo: AI-Powered Recommendation Systems

Lesson 04: Generative AI for Productivity and Content Creation

4.01 Generative AI for Productivity and Content Creation

4.02 Demo: Generative AI for Productivity and Content Creation

Lesson 05: AI in Data Analysis, Business Intelligence (BI) and Decision Making

5.01 AI in Data Analysis, Business Intelligence (BI), and Decision-Making

5.02 Demo: Ask the Data - AI in Business Intelligence

Lesson 06: Famous AI Tools and Real-World Workflows

6.01 Famous AI Tools and Real-World Workflows

6.02 Demo: Building a Workflow Assistant Using Google Gemini

Lesson 07: Key Takeaways

5+ Skills Covered

- AI Fundamentals
- Generative AI Usage
- AI-Powered Analytics
- Workflow Automation
- Data-Driven Decision Making

Generative AI Fundamentals - Concepts, Use Cases, and Practical Essentials

This course introduces Generative AI fundamentals, covering AI, ML, and deep learning concepts, neural networks, transformers, BERT, and GPT models. Learners explore prompt engineering, NLP, GenAI tools, business applications, security, and responsible AI, with hands-on demos using ChatGPT and other advanced GenAI tools

Program Duration

6 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Introduction

Lesson 02: Overview of Artificial Intelligence (AI), Machine Learning (ML), and Deep Learning (DL)

- 2.01 Lesson Introduction
- 2.02 Introduction to Artificial Intelligence (AI)
- 2.03 Evolution of Artificial Intelligence
- 2.04 Types of AI
- 2.05 Key Components of AI
- 2.06 AI in Everyday Life and Its Benefits
- 2.07 Challenges of AI and Why AI is Powerful?
- 2.08 Early AI Milestones and the Rise of Machine Learning (ML)
- 2.09 Emergence of Deep Learning (DL) and Key Breakthroughs in AI
- 2.10 Case Study Google Ads
- 2.11 Introduction to Machine Learning
- 2.12 Types of Machine Learning
- 2.13 Applications of Machine Learning in Business
- 2.14 Case Study Netflix
- 2.15 Understanding Reinforcement Learning and Deep Learning
- 2.16 Case Study Amazon Alexa
- 2.17 Machine Learning vs Deep Learning
- 2.18 ML and DL: Applications
- 2.19 Introduction to Neural Networks
- 2.20 Types of Neural Networks
- 2.21 Case Study Amazon
- 2.22 Key Takeaways

Lesson 03: Introduction to Transformers, Advanced AI Models, and Natural Language Processing (NLP)

- 3.01 Lesson Introduction
- 3.02 Attention Mechanism and Transformers
- 3.03 Types of Attention Mechanism
- 3.04 Introduction to Transformer Models
- 3.05 Understanding Self-Attention
- 3.06 Understanding How Self-Attention Works
- 3.07 Transformer Model Architecture
- 3.08 How Encoders Work

- 3.09 How Decoders Work
- 3.10 Text Processing in Transformers
- 3.11 How Transformers Revolutionized AI?
- 3.12 Transformer Models: Advantage
- 3.13 Introduction to BERT
- 3.14 How BERT Learns Through MLM
- 3.15 Real World Applications of BERT
- 3.16 Introduction to GPT Models
- 3.17 Zero-Shot Learning, Few-Shot Learning and Prompt Engineering
- 3.18 Introduction to Natural Language Processing (NLP)
- 3.19 NLP: How It Works and What It Power
- 3.20 Categories of NLP and Techniques Used in NLP
- 3.21 Real-World Applications of NLP Chatbots
- 3.22 Text Classification and Its Common Applications
- 3.23 Applications of NLP in Business
- 3.24 Case Study: Bank of America
- 3.25 Key Takeaways

Lesson 04: Overview of GenAI and AI Project Implementation

- 4.01 Lesson Introduction
- 4.02 What Are GenAI Models?
- 4.03 Transformer-Based Large Language Models
- 4.04 GAN-Based Models
- 4.05 VAE-Based Models
- 4.06 Diffusion Models
- 4.07 Capabilities and Limitations of GenAI Models
- 4.08 Introduction to GenAI Applications and Tools
- 4.09 GenAI Tools and Business Use Cases
- 4.10 Introduction to Prompt Engineering
- 4.11 Demo: Generating a Product Launch Campaign Using ChatGPT
- 4.12 Introduction to the GenAI Open-Source Landscape
- 4.13 Demo: Exploring AI Capabilities with Hugging Face Spaces
- 4.14 GenAI Security Bias and Responsible Use
- 4.15 Future of AI and Emerging Trends
- 4.16 Key Takeaways

Lesson 05: Working with GPTs

- 5.01 Day-to-Day Tasks ChatGPT Can Do
- 5.02 Demo: Multilingual Book Translation Using ChatGPT
- 5.03 Demo: Creating a LinkedIn Profile Using ChatGPT
- 5.04 Demo: Sentiment Analysis of User Reviews Using ChatGPT
- 5.05 ChatGPT: Multimodal Capabilities
- 5.06 Demo: Exploring Multimodal Capabilities of ChatGPT
- 5.07 Demo: Customer Feedback Analysis Using ChatGPT
- 5.08 Comparison Between ChatGPT 3.5, 4, and 4o
- 5.09 ChatGPT Comparison Based on a Use Case
- 5.10 Comparison Based on a Prompt
- 5.11 Exploring GPTs: Categories and Use Cases With Examples
- 5.12 Demo: Creating Marketing Content for Eco Friendly Water Bottles Using Write for Me GPT
- 5.13 Demo: Designing Visually Appealing Content Using Canva GPT
- 5.14 Demo: Creating a Website Design Using DesignerGPT
- 5.15 Demo: Streamlining Literature Surveys on LLM Impact with Consensus GPT
- 5.16 Demo: Enhancing Educational Material Using Universal Primer GPT
- 5.17 Generative AI in Business: Impact Across Domains and Workflow Automation
- 5.18 Demo: Setting Up a Zapier Account and Creating a Zap

- 5.19 Sales and Marketing
- 5.20 Demo: Creating a Video Using AI
- 5.21 Software Engineering
- 5.22 Demo: Designing User Interfaces with Generative AI
- 5.23 Data Analytics
- 5.24 Demo: Data Integrity Using GenAI
- 5.25 Customer Service and Operations
- 5.26 Demo: Transcribing Audio Calls to Text

Lesson 06: Advanced GenAI Tools

- 6.01 Gemini
- 6.02 Demo: Marketing Strategy Using Gemini
- 6.03 Descript
- 6.04 Demo: Creating a Video Using Descript
- 6.05 Claude
- 6.06 Demo: Creating a Blog Post Using Claude

5+ Skills Covered

- Generative AI
- Transformer Models
- Prompt Engineering
- NLP Applications
- AI Business Use Cases

Prompt Engineering For Everyone with ChatGPT and GPT-4

Build a strong foundation in prompt engineering and learn how to design, refine, and apply prompts to harness the power of generative AI. Master key concepts, best practices, and advanced strategies like chain-of-thought prompting, role prompting, multilingual and multimodal prompts, and prompt compression.

Program Duration

3 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Introduction to Prompt Engineering

Lesson 02: Basics of Prompt Engineering

- 2.01 Introduction
- 2.02 Understanding Prompts: Inputs, Outputs, and Parameters
- 2.03 Crafting Simple Prompts: Techniques and Best Practices
- 2.04 Evaluating and Refining Prompts: An Iterative Process
- 2.05 Basic Principles for Interacting with AI
- 2.06 Role Prompting and Nested Prompts

Lesson 03: Advanced Prompt Engineering Techniques

- 3.01 Introduction
- 3.02 Chain-of-Thought Prompting
- 3.03 Multilingual and Multimodal Prompt Engineering
- 3.04 Understanding the Non-Deterministic Nature of AI
- 3.05 Human-AI Collaboration: Best Practices and Strategies
- 3.06 Generating Ideas Using "Chaos Prompting"
- 3.07 Writing Code with the Help of AI Part 1
- 3.08 Writing Code with the Help of AI Part 2
- 3.09 Using Prompt Compression Techniques
- 3.10 Problem-Solving and Generation of Visual Outputs
- 3.11 AI-Assisted Questioning

Lesson 04: Prompt Engineering Use Cases in Everyday Tasks - Part 1

- 4.01 Introduction
- 4.02 Automating Emails and Social Media Posts
- 4.03 Content Generation: Blogs, Articles, and Reports
- 4.04 Task Delegation and Project Management
- 4.05 Customer Support: Enhancing Human-Agent Collaboration
- 4.06 Retail and eCommerce AI Driven Personalization and Efficiency
- 4.07 Data Analysis: Augmenting Human Insights with AI

Lesson 05: Prompt Engineering Use Cases in Everyday Tasks - Part 2

- 5.01 Introduction
- 5.02 Creative Writing and Brainstorming: Using AI to Generate Ideas and Drafts
- 5.03 Efficient Research and Information Curation: AI-Powered Summarization and Analysis
- 5.04 Enhancing Communication Skills: AI-Assisted Proofreading and Writing
- 5.05 AI-Driven Task Management and Decision Making
- 5.06 AI-Powered Professional Development and Lifelong Learning

Lesson 06: Ethics and Considerations in Prompt Engineering

- 6.01 Introduction
- 6.02 Ensuring Fairness and Reducing Bias
- 6.03 Privacy and Data Security
- 6.04 Responsible AI and the Future of Work

Lesson 07: Using ChatGPT Plugins and Custom Instructions

- 7.01 An Introduction to ChatGPT Plugins
- 7.02 Deep Dive into ChatGPT Plugins
- 7.03 The Advanced Data Analysis Plugin (The Code Interpreter)
- 7.04 The Advanced Data Analysis Plugin - Part 2
- 7.05 The Advanced Data Analysis Plugin - Part 3
- 7.06 The "Custom Instructions" Feature in ChatGPT
- 7.07 Course Conclusion and Key Takeaways

Microsoft 365 Copilot: Unlocking Productivity with Copilot and Office

Explore Microsoft 365 Copilot's AI features across Word, Excel, PowerPoint, Outlook, and Teams. Learn through hands-on tutorials, real-world examples, and optional Generative AI basics to streamline workflows and boost productivity with practical, guided exercises.

Program Duration

7 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Introduction

Lesson 02: Fundamentals

- 2.01 What is Microsoft Copilot Pro?
- 2.02 Features of Microsoft Copilot
- 2.03 What You Can Do with Microsoft Copilot
- 2.04 How Microsoft Copilot Works
- 2.05 Quick Note on Microsoft Copilot

Lesson 03: Generative AI Primer (Optional)

- 3.01 What is Generative AI?
- 3.02 Why Did Generative AI Get So Popular Now?
- 3.03 Different Generative AI Models
- 3.04 Benefits of Generative AI
- 3.05 Drawbacks of Generative AI
- 3.06 Ethical Implications of Generative AI
- 3.07 Future of Generative AI
- 3.08 Best Practices and Conclusion

Lesson 04: Environment Setup

- 4.01 Get Microsoft Copilot Pro and Microsoft Copilot for M365
- 4.02 Onboard Microsoft Copilot Pro and Microsoft 365 on Your Apps
- 4.03 Pre-requisites of Microsoft Copilot

Lesson 05: Microsoft Copilot and Word

- 5.01 Fundamentals of Microsoft Copilot and Word
- 5.02 Draft Documents with Microsoft Copilot Pro
- 5.03 Draft Documents with Outlines with Microsoft Copilot
- 5.04 Edit Text in Word and Change Tone with Microsoft Copilot
- 5.05 Transform Text in Word into a Table
- 5.06 Ask Questions on Word Documents
- 5.07 Revise Edits to Your Word Documents
- 5.08 Create Output Artifacts with Microsoft Copilot

Lesson 06: Microsoft Copilot and Excel

- 6.01 Fundamentals of Microsoft Copilot and Excel
- 6.02 Insights Analysis and Charts with Microsoft Copilot Pro
- 6.03 Sort, Highlight, and Filter with Microsoft Copilot for Microsoft 365

- 6.04 Adding Formulas in Excel
- 6.05 ChatGPT and Excel Introduction

Lesson 07: Chatgpt and Excel (Optional)

- 7.01 Simple Formulas (Suma and Average)
- 7.02 Simple Formulas (Index Match)
- 7.03 String Manipulation Formulas 1
- 7.04 String Manipulation Formulas 2
- 7.05 Implied Formulas - Mortgage Example
- 7.06 Implied Formulas - Physics Example
- 7.07 Sample Data Generator
- 7.08 Custom Formatted Cell Types
- 7.09 Formula Explainer
- 7.10 Pivot Tables
- 7.11 Analyze Data from Excel
- 7.12 Enables Macros in Excel
- 7.13 Create Simple Formatting Macro with ChatGPT
- 7.14 Create Complex Macro with ChatGPT

Lesson 08: Microsoft Copilot and PowerPoint

- 8.01 Fundamentals of Microsoft Copilot and PowerPoint
- 8.02 Create Presentations from Scratch with Microsoft Copilot Pro
- 8.03 Create Presentations from Templates
- 8.04 Create Presentations from Word Documents
- 8.05 Add a Slide with Microsoft Copilot Pro
- 8.06 Edit a Slide in PowerPoint
- 8.07 Ask Questions about Presentations
- 8.08 Summarize and Organize Presentations with Microsoft Copilot

Lesson 09: Microsoft Copilot and Outlook

- 9.01 Fundamentals of Microsoft Copilot and Outlook
- 9.02 Draft Emails with Microsoft Copilot for Microsoft 365
- 9.03 Summarize Email Threads in Outlook
- 9.04 Reply to Emails in Outlook and Microsoft Copilot 1
- 9.05 Reply to Emails in Outlook and Microsoft Copilot 2
- 9.06 Use Email Coaching in Outlook

Lesson 10: Microsoft Copilot and Teams

- 10.01 Fundamentals of Microsoft Copilot and Teams
- 10.02 Summarize and Ask Questions During Teams Meetings
- 10.03 Catch Up During Meetings with Teams and Microsoft Copilot Pro
- 10.04 Ask Questions During Meetings
- 10.05 Get Meeting Coaching with Microsoft Copilot for Microsoft 365

Lesson 11: Microsoft Copilot 365 Chat

- 11.01 Fundamentals of Microsoft Copilot 365 Chat
- 11.02 Ask Work-Related Questions and Produce Work Material 1
- 11.03 Ask Work-Related Questions and Produce Work Material 2
- 11.04 Reference Files in M365 Chat
- 11.05 Search the Web with Copilot for Work

Lesson 12: Conclusion

Lesson 13: Bonus

5+ Skills Covered

- Microsoft 365 Application Proficiency
- AI Powered Workflow Automation
- Word Excel PowerPoint Outlook Teams Integration
- Effective Copilot Prompt Engineering Techniques
- Productivity Optimization with Generative AI

Introduction to Responsible AI

This is a Introduction to Responsible AI Course and practices powered by Google Cloud. The scope and core themes of this Foundation-level course include Google's 7 AI principles, bias reduction, and privacy. This covers the frameworks of responsible AI policies and governance models.

In Collaboration with



Program Duration

1 Hour

Learning Format

Online and On-demand

Course Curriculum

Lesson 1: Introduction to Responsible AI

4+ Skills Covered

- Responsible AI Principles
- AI Frameworks
- Bias in AI Systems
- Responsible AI Policies and Governance Frameworks

Responsible AI on Azure

This course introduces Responsible AI principles on Azure. Learners explore guiding principles such as fairness, reliability and safety, privacy and security, inclusiveness, transparency, and accountability, and understand how these principles are applied when designing and deploying AI solutions on Azure.

Program Duration

1 Hour

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Artificial Intelligence Workloads Considerations

5+ Skills Covered

- Responsible AI
- AI Fairness
- AI Transparency
- AI Accountability
- Azure AI

Ethical Considerations in Generative AI

Explore the ethical and compliance challenges of Generative AI! This course covers bias, fairness, privacy, transparency, legal frameworks, and societal impact. Learn about data privacy laws, AI-driven decisions, deepfake mitigation, and industry regulations.

Program Duration

4 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Learning Objectives

Lesson 02: Understanding the Ethics of Generative AI

Lesson 03: Data Privacy and Ethical Challenges in GenAI

Lesson 04: The Black Box Challenge

Lesson 05: Explainable Artificial Intelligence (XAI)

Lesson 06: Generative AI Legal Regulatory Frameworks

Lesson 07: GenAI's Potential Impact on the Labor Market

Lesson 08: Importance of Ethical Generative AI in Critical Domains: Case Studies

5+ Skills Covered

- AI Ethics Understanding
- Data Privacy Management
- Responsible AI Deployment
- AI Regulatory Compliance
- Ethical AI Leadership