Microsoft AI

AI in Business Course Series

Course Level:- Introduction

Course Duration:- 1 Day

Course Overview:

This one-day course explores Microsoft Copilots. It is designed to provide participants with practical, hands-on experience using all the Copilots, focusing on how AI can be integrated and utilised within business environments. The course aims to establish a proficiency in managing these Microsoft tools, offering learners direct interaction with them.

The curriculum includes an introduction to AI, detailed sessions on Microsoft Copilots, exploration of text prompts, and practical guidance on working effectively with Copilot. Through this course, participants are equipped to apply AI solutions to real-world business challenges, enhancing their ability to innovate and improve efficiency in their respective industries.

The curriculum is designed not only to impart knowledge but also to provide hands-on experience with these Copilots, ensuring that participants leave with the competence to apply AI in various business contexts.

Prerequisites:

Before coming on this course, it is highly recommended that participants have an understanding of computers and business applications such as Office 365 but no prior AI experience is necessary. Participants will have access to an Office 365 lab environment fully licensed for Microsoft's M365 Copilot with sample data pre-provisioned. There will be continued access to the lab environments for 30 days after your course (subject to availability)

Module 1 Generative AI Basics

In Module 1 participants will delve into the foundational aspects of artificial intelligence, starting with a general introduction to Data AI and Search AI, which cover data processing and retrieval technologies. The module then progresses to explain the core principles of Machine Learning and Deep Learning, emphasizing how these technologies underpin the broader field of AI by enabling systems to learn from data and make decisions.

Finally, the focus shifts to Generative AI, where students will explore how AI can generate text, images, and other forms of media, illustrating the practical and transformative applications of AI technologies. This module aims to provide a robust understanding of key AI concepts and their implications in various industries.

Approx duration:- 60 minutes

Module 2 Copilots Introduction

In Module 2 students will gain a comprehensive understanding of the various Copilot applications developed by Microsoft. The module offers an introduction to how AI can enhance different platforms and software tools. Here's a summary of the topics covered:

   - Bing Copilot: Exploring AI functionalities within the Bing search engine to deliver more accurate and contextually relevant search results.

   - Windows Copilot: Understanding how AI integrates with the Windows operating system to streamline tasks and improve user interaction.

   - 365 Copilot: Discussing the application of AI across Microsoft 365 tools, including Word, Excel, and Outlook, to enhance productivity in document creation, data analysis, and communication.

   - GitHub Copilot: Learning about AI-driven code suggestions and automation within the GitHub platform to assist developers in writing better code faster.

   - Power Platform Copilot: Examining how AI is leveraged in Microsoft's Power Platform to automate workflows, analyse data, and create apps with minimal coding.

   - Copilot Studio: Discovering how this tool helps in content creation and management and presentation through the use of Bots

   - Security Copilot: Analysing the role of AI in enhancing cybersecurity measures across different applications and platforms.

The module aims to provide students with insights into the practical uses of AI across various Microsoft products, helping them understand how to effectively deploy these tools in their own business or technology environments.

Approx duration:- 30 minutes

Module 3 Copilot Components

In Module 3 students will explore the underlying technologies and components that enable the functionality of Microsoft AI Copilots. This module offers an in-depth look at the integration of AI across different platforms and services. Here's a summary of the topics covered:

   - Large Language Models - GPT: Understanding the role of Generative Pre-trained Transformers in powering Copilot applications, including their architecture and how they process natural language.

   - AI Semantic Search & Embeddings: Exploring how AI-driven semantic search works, including the use of embeddings to enhance the relevance and accuracy of search results within Microsoft applications.

   - 365 Apps & Microsoft Graph: Learning about the integration of AI within Microsoft 365 apps and how Microsoft Graph API facilitates this interaction by connecting data across Microsoft services.

- Internet and Code Connectivity: Discussing the capabilities of Copilots to connect with the internet and python environments, enhancing functionality.

This module aims to provide students with a technical understanding of the components that make AI integration possible in Microsoft's ecosystem, enabling them to leverage these technologies for enhanced productivity and innovation in their respective fields.

Approx duration:- 30 minutes

Module 4 Text Prompts

 In Module 4 participants will learn about the critical skill of crafting effective prompts to communicate with AI systems like ChatGPT and Copilots. The module covers various strategies and considerations essential for optimising interactions with AI models. Here's a breakdown of what students will explore:

- Writing Clear Instructions: Understanding the importance of clarity and specificity in instructions to achieve desired outcomes from AI responses.

- Role Assignment: Learning how to assign roles to the AI to shape its responses and interactions, enhancing the relevance and utility of the output.

- Utilising Reference Texts and Examples: Demonstrating how to provide examples or reference texts to guide the AI's style, tone, and format in generating content.

- Task Breakdown: Teaching the technique of splitting complex tasks into manageable subtasks to streamline the prompting process and improve response accuracy.

- Timing Considerations: Discussing the timing in prompt responses, emphasising patience and the timing of follow-up queries.

- Prompt Structure: Exploring the components of an effective prompt, including the importance of structure and sequence in generating coherent and contextually appropriate responses.

- Chain of Thought Prompting: Introducing advanced prompting techniques like chain of thought to encourage detailed and logically structured outputs.

- Understanding Generated Knowledge: Evaluating the AI's capability in generating knowledge-based responses and how to enhance reliability and relevance.

- Gradual Information Revelation (Least to Most): Strategies for gradually increasing the complexity of prompts to extract more depth from AI responses.

- Formatting Importance: Highlighting how proper formatting in prompts can significantly impact the usefulness and navigability of AI-generated text.

  This module equips students with the tools to effectively communicate with AI, ensuring that they can leverage AI capabilities to their fullest potential by constructing well-designed prompts.

Approx duration:- 60 minutes

Module 5 Image Prompts

In Module 5, which focuses on advanced techniques for generating visuals using AI, students will delve into a variety of methods to refine the quality and style of images produced by AI tools. Here's a summary of what will be covered:

   - Style Modifiers: Learning how to apply specific stylistic adjustments to AI-generated images, enabling customization to better fit the desired aesthetics or branding requirements.

   - Quality Boosters: Exploring techniques to enhance the resolution, clarity, and overall visual impact of AI-generated images, ensuring they meet professional standards.

   - Understanding Repetition: Examining how repetition within visual elements can be used effectively in design, and how to instruct AI to either incorporate or avoid repetitive patterns based on the project needs.

   - Shot Types: Gaining knowledge about different types of camera shots (e.g., close-up, wide shot) and angles that AI can simulate to achieve varied visual storytelling effects.

This module aims to equip students with the skills to expertly guide AI in producing high-quality, tailored visuals, enhancing their ability to utilize AI in fields such as digital marketing, content creation, and graphic design.

Approx duration:- 30 minutes

Module 6 Copilot Security

In Module 6, titled "Copilot Security," students will focus on the security aspects of using Microsoft AI Copilots, with an emphasis on maintaining data integrity, compliance, and privacy. Here's a summary of the topics covered:

   - 365 Security: Exploring the specific security measures implemented within Microsoft 365 that protect data and ensure secure use of AI Copilots in business environments. This includes understanding how data is encrypted, monitored, and how threats are managed.

   - Compliance: Learning about the compliance frameworks that Microsoft adheres to in order to ensure that the deployment of AI technologies meets global and regional regulatory standards.

   - Privacy: Delving into the privacy policies that govern the use of Microsoft AI Copilots. Students will understand how Microsoft manages user data, the options available to users to control their data, and the ethical considerations involved in AI deployment.

This module aims to equip students with the knowledge needed to navigate the security landscape of AI integration in business applications, ensuring that they can deploy Microsoft AI Copilots responsibly and securely.

Approx duration:- 30 minutes

Module 7 Working with Copilot

In Module 7 participants will engage in a detailed exploration of how to integrate and utilise Copilot tools across various Microsoft applications to enhance productivity and streamline workflows. The focus will be on practical applications in a business environment. Here's what the module will cover:

   - Bing Copilot: Learning how AI can enhance search functionalities within Bing, providing more efficient and relevant search results.

   - 365 Copilot Chat: Exploring how AI can assist in real-time communication within Microsoft Office 365, improving responsiveness and interaction quality.

   - Copilot with Teams: Understanding AI's role in Microsoft Teams for managing meetings, summarising discussions, and automating routine tasks.

   - Copilot with Word, PowerPoint, and Excel: Delving into the specifics of AI integration in Microsoft Office apps to aid in document creation, presentation refinement, and data analysis, enhancing overall productivity.

   - Copilot with Outlook: Learning how AI can help manage emails more efficiently, from drafting responses to organising the inbox and providing summarised overviews of missed meetings

   - Copilot Studio: Exploring this tool's capabilities in creating and managing digital content effectively and presenting the information through a conversational Bot interface.

The module aims to provide students with hands-on experience and practical knowledge on leveraging AI tools within commonly used software, enhancing their ability to utilize AI for business optimization and efficiency.

Approx duration:- 60 minutes