

Since 2007, Making IT Experts & Products

Course: Microsoft Copilot & AI Productivity

Duration: 30 Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of **over 250 industry experts**. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. **We offer 100% placement support through JobsNEAR.in**

Our Courses/Internship

- Python/Django Fullstack
- Artificial Intelligence
- Machine Learning
- Data Science
- Software Testing (All)
- Wordpress, Woocommerce
- Digital Marketing, SEO
- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, Salesforce, Sap
- Microsoft Excel
- Ethical Hacking



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1000+ Success Stories

Syllabus on the Next Page ..



Our Head Office: Nestsoft TechnoMaster, Infopark, Cochin - 42, Kerala, India

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www.nestsoft.com

Introduction

36 years of experience in IT services, software development, and training. We are now offering a 6-month course on Microsoft Copilot & AI Productivity, designed to help you master the latest AI tools and boost your productivity in the workplace.

Course Syllabus

Month 1: Microsoft Copilot & AI Productivity

Introduction to AI Productivity

- * Introduction to Artificial Intelligence
- * Generative AI Fundamentals
- * Role of AI in Workplace Productivity
- * AI Assistants and Copilot Technology
- * Benefits of AI Automation
- * Responsible AI Usage and Ethics

Microsoft Copilot Fundamentals

- * Introduction to Microsoft Copilot
- * Copilot Features and Capabilities
- * Understanding AI Prompts
- * Writing Effective Copilot Prompts
- * Context-Based Prompting
- * Copilot Security and Privacy

Microsoft Word with Copilot

- * AI-Assisted Document Creation
- * Generating Content Using Copilot
- * Document Summarization
- * Improving Writing Quality with AI

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- * Creating Reports and Business Documents
- * Document Formatting and Editing Assistance

Microsoft Excel with Copilot

- * AI-Based Data Analysis
- * Creating Formulas Using Copilot
- * Data Cleaning and Summarization
- * Generating Insights from Data
- * Creating Charts and Reports
- * Spreadsheet Automation

Microsoft PowerPoint with Copilot

- * AI Presentation Creation
- * Generating Slide Content
- * Presentation Design Improvement
- * Creating Professional Business Presentations
- * Summarizing Presentation Content

Microsoft Outlook & Teams with Copilot

- * AI Email Writing Assistance
- * Email Summarization
- * Meeting Summary Generation
- * Task and Schedule Management
- * Team Collaboration Enhancement

AI Prompt Engineering for Productivity

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- * Prompt Writing Basics
- * Role-Based AI Prompts
- * Business Productivity Prompts
- * Creative Content Prompts
- * Improving AI Generated Responses

AI Tools Integration & Automation

- * Microsoft 365 AI Tools Overview
- * Copilot Studio Introduction
- * Power Automate with AI
- * AI Workflow Automation
- * Connecting AI with Business Applications

Practical Projects

- * AI-Based Business Report Generator
- * Automated Excel Data Analysis Project
- * AI Presentation Creator
- * Smart Email Assistant
- * AI Productivity Workflow Project

Tools and Technologies

- * Microsoft Copilot
- * Microsoft 365
- * Microsoft Word Copilot
- * Microsoft Excel Copilot

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- * Microsoft PowerPoint Copilot
- * Microsoft Outlook Copilot
- * Microsoft Teams Copilot
- * Copilot Studio
- * Power Automate
- * Generative AI Tools

(Click on Course for more details)

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- Thank You -

N.B: This syllabus is not final and can be customized as per requirements / updates.

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