Course Name	**MICROSOFT COPILOT: AI IN EXCEL, WORD, POWERPOINT & MORE**
About the Course	Learn Microsoft Copilot, the Microsoft Artificial Intelligence (AI) tool that combines natural language with linguistic models, data, and Microsoft Graph to improve employee productivity using everyday applications such as Word, Excel, Outlook, Teams, or PowerPoint. Learn ChatGPT in Microsoft 365: Generative AI, Prompt Engineering, Chatbots, Plugins, DALL-E, Outlook, Teams a. GitHub Copilot. This course is exclusively designed for Corporates for AI/Gen AI Adoption.
Key Skills You Will Learn	Everything about Microsoft Copilot and the Integration of ChatGPT into Microsoft 365, Microsoft Copilot in Excel, Word, PowerPoint, Teams, Edge, Outlook, OneNote, GitHub Copilot for Programmers, GPTs for Microsoft Copilot, Plugins for Microsoft Copilot, The Technology of Large Language Models (LLMs) that Powers Copilot and ChatGPT, Image Recognition (ChatGPT Vision) in Microsoft Copilot, Prompt Engineering for LLMs and Diffusion Models, Image generation with DALL-E, and how to handle prompt engineering for LLMs and diffusion models
Course Pre-Requisite	No prior knowledge or technical expertise required
Target Audience	Exclusively Designed for Corporates for AI/Gen AI Adoption
Job prospects with this role	Technical Specialist - CoPilot,
Course Duration	~ 16 Hrs including assignments
Course Customisation	Course customisation (as needed by the student) is possible. Pls. contact us for the customised course curriculum, duration and fees
Certification	READYBELL Microsoft Copilot Certificate
Mode of Training	Instructor-led 100% Online or 100% Classroom (Salt Lake, Kolkata - India) or hybrid mode (Online + Classroom) as suitable for the learner
Course Fees	Please contact us
Refund Policy	Get a 3-Hrs free trial during which you can cancel at no penalty. After that, we don't give refunds
Job Assistance	No Job Assistance
Contact	**READYBELL SOFTWARE SERVICES PVT. LIMITED** **AH 12, SALT LAKE SECTOR 2, KOLKATA (INDIA) - 700 091** **E-MAIL: contact@readybellsoftware.com** **PH: +91 - 9147708045/9674552097, +91 - 33-79642872**

CURRICULUM		
Topic	**Sub-Topic**	**Duration (Hrs)**
Microsoft Copilot: AI in Excel, Word, PowerPoint & More	Everything about Microsoft Copilot and the Integration of ChatGPT into Microsoft 365	16 Hrs
	The Technology of Large Language Models (LLMs) that Powers Copilot and ChatGPT	
	Data Protection in Microsoft Copilot	
	All About Copyrights with Copilot and AI	
	Microsoft Copilot in the Web Interface and Free Model	
	Microsoft Copilot in Paid Subscriptions	
	Microsoft Copilot in Excel	
	Microsoft Copilot in Teams	
	Microsoft Copilot in Outlook	
	Microsoft Copilot in Word	
	Microsoft Copilot in Edge	
	Microsoft Copilot in PowerPoint	
	Microsoft Copilot in OneNote	
	GitHub Copilot for Programmers	
	The Right Subscription for Microsoft 365, Private or for Your Business	
	The Right Subscription for Microsoft Copilot, Private or for Your Business	
	Plugins for Microsoft Copilot	
	GPTs for Microsoft Copilot	
	Image Recognition (ChatGPT Vision) in Microsoft Copilot	
	Image Generation with DALL-E in Microsoft Copilot	
	Prompt Engineering for LLMs and Diffusion Models	
	Microsoft Copilot Studios for Your Own Chatbots	
	Alternative Paths for Chatbots like GPTs and Hugging Face Assistants	
	The Challenges and Negative Aspects of Microsoft Copilot	
	Comparison to ChatGPT and Google Gemini	
	Ethics of Artificial Intelligence	
	Outlook on the Future of AI	
	Quiz/Project	
To register for this course please e-mail/call us		