Working with Copilot in Windows and Microsoft Edge

Days: 1/2

Prerequisites: To ensure your success in this course, you should be comfortable using the Microsoft Windows operating system, as well as experienced with web browsers and Internet search engines. In Windows 11, you need to be able to launch applications, use the snap feature to view multiple apps at the same time, switch between open apps, access file manager, save files, and copy and paste text.

Audience: This course is designed for people who are familiar with Windows 11 and want to develop the skills needed to put Copilot, Microsoft's AI-powered productivity tool, to work in their own tasks and workflows.

Description: Microsoft® Copilot is an AI-powered productivity tool that leverages the power of large language models (LLMs) to help you navigate your daily workload, unlock creativity, and get answers. This course is designed to help you work productively with Copilot, which is available as a built-in tool in Windows® 11 and Microsoft Edge®.

Course Objectives: In this course, you will use Copilot to streamline communication, power up your content creation, and maximize the potential of generative AI. You will:

- Use Copilot and other AI tools available in the Windows 11 operating system.

- Use Copilot in the Edge browser.

OUTLINE

LESSON 1: USING AI-ENHANCED TOOLS IN WINDOWS 11

- Topic A: Identify Generative AI Concepts
- Topic B: Work with Copilot in Windows
- Topic C: Use AI-Enhanced Apps

LESSON 2: USING COPILOT IN EDGE

- Topic A: Use Copilot Chat in Edge
- Topic B: Use the Copilot Compose Tab
- Topic C: Use Copilot on the Web