

AI for Business with ChatGPT & Copilot

Transform your business skills with ChatGPT and Microsoft Copilot in this hands-on program. Gain practical skills to leverage AI for many of your daily tasks, transforming how you work across communication (email, meetings, and chat), writing, data analysis, decision-making, and more. You'll start by learning prompt engineering with ChatGPT then move to integration of Copilot in Office apps.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: <https://www.nobledesktop.com/classes/ai-for-business>



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Course Outline

This package includes these courses

- Generative AI with ChatGPT (6 Hours)
- AI for Workplace Productivity with Microsoft Copilot (6 Hours)

Generative AI with ChatGPT

Harness the creative power and efficiencies of AI with this hands-on workshop. Explore the cutting-edge world of artificial intelligence (AI) and learn how to generate text, ideas, images, and more with the innovative technology of ChatGPT.

- Understand the fundamentals of generative AI, including its applications and potential impact across various industries.
- Learn how generative AI models like GPT and Stable Diffusion work at a conceptual level.
- Learn how to write prompts that generate useful responses
- Gain hands-on experience with popular generative AI tools and platforms.
- Discover practical ways to integrate generative AI into creative workflows, problem-solving, and innovation.
- Analyze examples of generative AI in action and explore its ethical implications.
- Develop a foundational understanding to continue learning and working with generative AI technologies.

AI for Workplace Productivity with Microsoft Copilot

Discover how to boost efficiency and creativity with Microsoft Copilot, the AI assistant integrated into Microsoft 365. This course provides practical, hands-on training to help you apply Copilot across workplace tools and tasks.

- Understand the fundamentals of artificial intelligence and how large language models (LLMs) like Copilot work
- Learn how to write effective prompts and refine Copilot responses across different workplace scenarios
- Explore how to use Copilot in Microsoft 365 apps, including Word, Excel, PowerPoint, Outlook, Teams, and OneDrive

- Automate and enhance everyday tasks such as email writing, meeting notes, data analysis, and document summarization
- Create AI-generated images and graphics, and understand the limitations and best practices of generative AI
- Compare Copilot with ChatGPT and GitHub Copilot, and identify when to use each for maximum productivity
- Stay up to date with the latest AI tools and mobile apps to extend your workflow beyond the desktop