AI - the all-dominating topic

Our courses on Copilot, Edge & Co

Artificial intelligence is THE revolution on the job market – as one of the first providers on the market, soluzione is taking on this enormous challenge and offering a holistic adoption and change management concept. The first building block of the concept are our e-learning courses on the topic of AI.

If you want to make AI-powered applications accessible to your workforce, an effective employee training strategy is essential. This must not be a placebo measure - users must really understand what is behind it. Failure to do so not only represents a huge loss of investment, but also incalculable risks such as compliance and privacy breaches or massive quality losses.
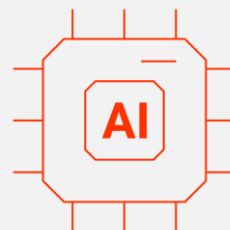
With 20 years' experience of helping users to adopt new technologies in the workplace, we know what e-learning needs to look like for it to be actually used and have the desired effect: Awards such as the European E-Learning Award, the Enterprise Workspace Award and the E-Learning Provider of the Year award are testament to our quality.

What makes our course modules so special?

- We are knowledge transfer specialists with many years of experience and methodological and didactic expertise.
- All learning content is produced in-house - so you are always on the right side of copyright.
- If knowledge is to be retained, users need to enjoy the learning modules. That's why we use animated learning films with a motivating storytelling approach - to make knowledge transfer fun!

Our promise of success

- Fast user activation
- Easy to implement in everyday work
- High acceptance among employees
- Building sustainable habits

If required, e-learning can be excellently embedded in our overall AI offerings. Among other things, we offer:

- Live demos of custom AI applications
- Benefits and goals of AI through a company-specific film
- Use-case-based training for rapid success
- Customized campaigns to keep your employees up to date, inspire them, and provide them with cheat sheets on a regular basis
- Support at every stage of your AI implementation process: We work with you to define the topics in a communication plan, ensure appropriate measures, and measure success.
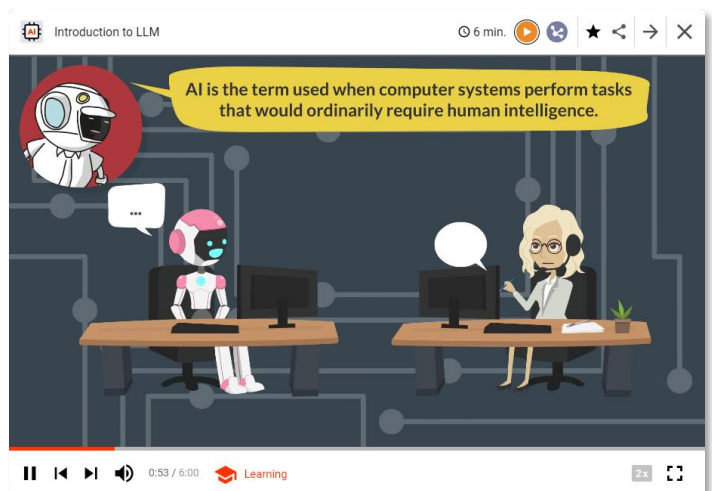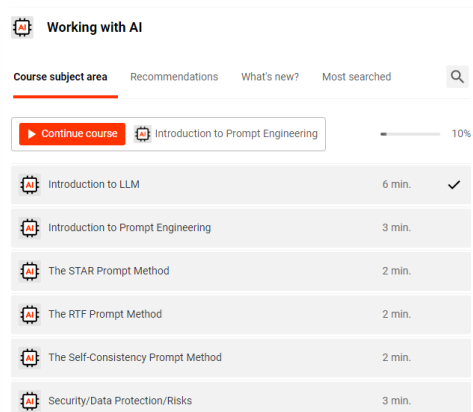- Advice on the best way to acquire licenses.

soluzione Course Module: Working with AI

To kick off our offer regarding artificial intelligence, we are starting with an introductory course in working with AI

In this course module, you will learn everything you need to know about dealing with generative AI in the workplace. How do LLMs work and what does this mean in practice? How do I write good prompts? How do I deal with the output generated and where does my data actually end up? All these questions are answered in our tutorial videos so that your workforce is sensitized to the use of AI in everyday work. Data protection, ethical issues as well as risks and dangers are also addressed. In addition, we utilize use cases to show how large language models can help with everyday tasks in the workplace: paraphrasing texts, creating ideas or test data.

In our course, you will learn everything you need to know about "General Working with Artificial Intelligence" in 26 learning modules (total time: 79 minutes).

Course chapter overview:

- Introduction to LLM
- Introduction to Prompt Engineering
- The STAR Prompt Method
- The RTF Prompt Method
- The Prompt Method Self-Consistency
- Security / Privacy / Risks
- Evaluate AI responses
- UseCase: Help with Texts
- UseCase: Help with design
- UseCase: Help with Writing Texts

Data protection and copyright

- Personal data with AI
- AI and Copyright Part 1: Copyright in AI Content
- AI and Copyright Part 2: Marking AI Content

AI and ethics

- Ethical Issues Related to AI: Introduction and Privacy
- The Golden Rule and Other Ethical Principles
- Tips for using AI ethically
- Ethical issues related to AI: transparency and autonomous decisions
- Ethical Issues Related to AI: Responsibility and Liability & Discrimination and Fairness
- Ethical Issues Related to AI: The World of Work and AI & Conclusion
- AI ethics in practice and its implications

Risks and hazards

- Risks Part 1: Introduction and Discrimination
- Risks Part 2: Misinformation and Hallucinations
- Risks Part 3: Reliability and Dependability
- Risks Part 4: Privacy and Data Security
- How cybercriminals are using generative AI
- AI but safe!

soluzione course module Copilot in the M365 environment

In this course module, we will show you how to effectively use and benefit from Copilot within various Microsoft M365 applications.

What are the requirements for employees to be ready for AI and use Copilot successfully? How is the Copilot interface structured and how do you write targeted prompts? All these questions will be addressed in the introduction, but also the (current) weaknesses of Copilot will be pointed out. The rest of the course focuses on key M365 applications and their use with Copilot: from Teams, Word PowerPoint, Excel, and Outlook to Loop, Stream, OneNote, PowerAutomate, Forms, and Whiteboard.

In our course, you will learn everything you need to know about the topic of "Copilot in the M365 environment" in 78 learning modules (total duration: 4 hours 21 minutes)

Course chapter overview:

- Co-pilot and now?
- Introduction to Copilot
- M365 Copilot: a sightseeing flight
- Copilot the surface
- Prompt correctly
- Reference data
- The FKPS recipe for a prompt
- Copilot Lab
- Document management for Copilot
- Current vulnerabilities
- Create a flow in PowerAutomate with Copilot
- Help with creating
- Copilot in Teams: Introduction
  - Create an email
  - Catch up
  - Ask questions
  - After a meeting
  - Questions with access to web
  - During the meeting
  - Rewrite and customize your message with Copilot
  - Copilot in a Teams chat
- Copilot in Word: Introduction
  - Create a new document
  - Revise document
  - Create a Form Survey
  - Work with file references
  - Analyze and optimize
  - Research
  - Create a SWOT analysis
  - Insert
  - Send summary when sharing
- Copilot in PowerPoint: Introduction
  - Create
  - Analyze
  - Research
  - Work with file references
- Copilot in Loop: Introduction
  - Generate content
  - Edit text: have it rephrased
  - Edit & Refine: Improve results with further prompts

- Work with page content / have it summarized
- Summarize changes to loop page
- Copilot in Outlook: Intro
  - Write an email "Design with Copilot"
  - Generate response
  - Improve an email: "Coaching from Copilot"
  - Summary of emails and email threads
  - Chat with Copilot
  - Follow a meeting
  - Planning with Copilot
- Copilot in Excel: Introduction
  - Create a pivot table
  - Analyze tables
  - Create a chart
  - Sorting and filtering tables
  - Highlight and format tables
  - Insert Formula Columns
  - Insert XREFERENCE with Copilot
  - SUMIF paste with Copilot
- Copilot in OneNote: Intro
  - Have notes summarized
  - Create to-do lists
  - Have ideas analyzed (advantages and disadvantages)
  - Have notes rewritten
  - Have ideas suggested
  - Chat with Copilot
  - Have a plan drafted
  - Follow up on meetings with Copilot in OneNote
- Copilot in Whiteboard: Introduction
  - Have ideas suggested
  - Have notes categorized
  - Have notes summarized
- Copilot in OneDrive: Intro
  - Compare files
  - Copilot in Forms:
  - Create surveys
  - Smart Reminder
- Copilot in Stream: Introduction
- Copilot in Edge: The Work tab

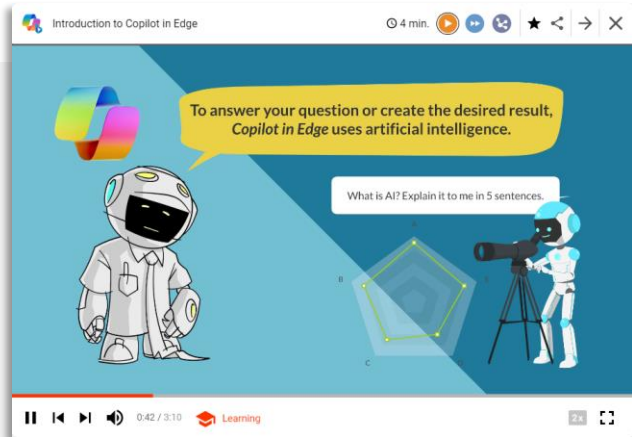## soluzione Course Module Copilot in Edge

In this course module, we'll show you how to use Copilot in Edge (formerly Bing Chat Enterprise) and make it work for you effectively.

As an introduction, you will learn how to access Copilot and get to know its interface. Then we'll dive deeper into using AI: whether it's creating images, extracting text from images, summarizing PDFs, or writing emails, we'll cover the standard use cases for you! We will also show you the limitations of Copilot in Edge and how to use it properly.

In our course, you will learn everything you need to know about Copilot in Edge (total duration approx. 39 minutes) in a compact 16 learning modules.

Course chapter overview:

– Introduction to Copilot in Edge
– How to access Copilot in Edge?
– The interface of Copilot in Edge
– Using Copilot in Edge
– Generate an image
– Use images as input
– Extract text from image
– Merge PDFs
– Write an email with Copilot in Edge
– Evaluate Copilot results in Edge
– Have documents analyzed and corrected
– The Notebook

– Rewrite with Copilot
– Ask Copilot
– Copilot Assign Tasks
– Copilot ask a question about a screenshot

soluzione Course Module AI for Managers

In this course module, we will show you how managers can use AI in a meaningful way for the company

Learn to identify use cases for AI in the company and to correctly assess the added value of AI.

In a compact 3 learning modules, you will learn everything you need to know about "AI for Executives" (total duration approx. 16 minutes).

Course chapter overview:

– What is AI / Introduction to AI
– Identify AI use cases
– How can generative AI contribute to business value?
– Research and market observation

soluzione course module Data Literacy (non-Microsoft can be booked additionally)

As an introduction, you will learn how to access Copilot and get to know its interface. Then we'll dive deeper into using AI: whether it's creating images, extracting text from images, summarizing PDFs, or writing emails, we'll cover the most common use cases for you! We will also show you the limitations of Copilot in Edge and how to use it properly.

We teach the basics for this competence in the new course, which was developed under the guidance of a Data & AI Literacy Trainer.
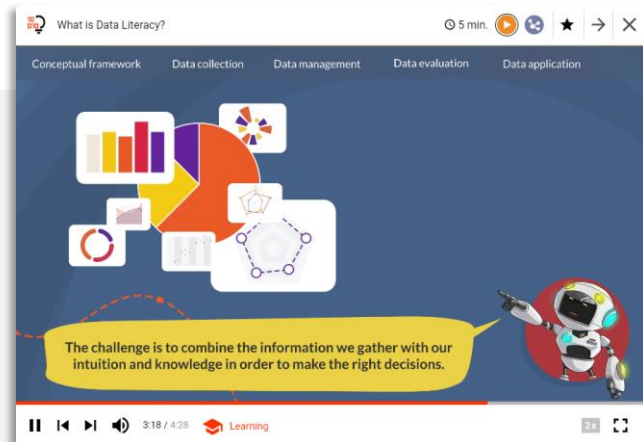
The course module starts with basic questions: What is data literacy and what is data anyway? What types of data are there? What are databases and cloud services? But it doesn't just stop at theory. Users also learn about very practical knowledge and methods: How or where do I get my data from? What do I have to pay attention to when analyzing data, how do I go about it? How do I check and assess the quality of data?

In our course you will learn everything you need to know about data literacy (total duration approx. 67 minutes) – compactly in 15 learning modules.

Course chapter overview:

- What is data literacy?
- What is data and what does it represent?
- Asking questions correctly
- Define data requirements
- Identify data source
- Assess data quality
- Check the reliability of the data source
- Check data quality
- Data governance and its relevance
- Methods of data collection
- Data collection in practice

- Database Definition
- Data structuring
- Types
- Personal data and data protection

Planned further content

- Special course "Prompting"
- Practical use cases for AI application in everyday work
- AI awareness for end users: The right mindset for dealing with AI