



# It's all about AI right now

## Our range of courses on Copilot, Edge & others

**Artificial Intelligence has proven to be a game-changer in the workplace, and soluzione is one of the first companies to take on the huge challenge of offering a holistic approach to implementing and managing this dramatic change. The first building block of our concept is our range of e-learning courses on AI.**

If you want to make AI-powered applications accessible to your team, an effective employee training strategy is essential. This has to be done properly - users need to really understand AI and what is behind it, because if it fails, not only will huge investments be lost, but there will be also incalculable risks such as compliance and data protection breaches and the quality of goods and services may be compromised.

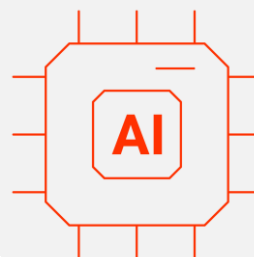
With over 20 years' experience of helping users to adopt new technologies in the workplace, we know what e-learning needs to look like to ensure that the knowledge is actually absorbed and has the desired effect: Awards such as the European E-Learning Award, the Enterprise Workspace Award and the E-Learning Provider of the Year Award are a testament to our excellence.

### What makes our courses so special?

- We are well-versed in the exchange and imparting of knowledge, with many years of experience and methodological and didactic expertise.
- All learning content is produced in-house - so you are always safe in terms of copyright.
- For knowledge to be understood, users have to enjoy exploring the learning modules. That's why we use animated learning films with an engaging storytelling approach - to make this experience fun!

### Our Promise

- Fast user mobilization
- Simple implementation in everyday working life
- Quick uptake by employees
- Development of sustainable habits



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

- Live demos of custom use of AI
- Benefits and objectives of AI through a company-specific film
- Use-case-based training for a quick sense of achievement
- Individual campaigns to keep your workforce up to date, to set impulses and to provide them with cheat sheets on a regular basis
- Support in every phase of your AI implementation process: Together, we define the topics in a communication plan, ensure appropriate measures and measure success.
- Advice on the sensible acquisition of 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 using generative AI in the workplace. How do LLMs work and what does it mean in practice? How do I write good prompts? What do I do with the generated output and where does my data actually end up? All these questions are answered in our learning videos, designed to help your employees become familiar with the use of AI in their day-to-day work. We also provide use cases to show how large language models can help with everyday tasks in the workplace, such as paraphrasing text, generating ideas or test data.

Our course teaches you everything you need to know about personal data protection in 26 learning modules (total duration: 1 hour 18 minutes).

**Working with AI**

Course subject area Recommendations What's new? Most searched

[Start course](#) Duration: 26 min.

Module	Duration
Introduction to LLM	6 min.
Introduction to Prompt Engineering	3 min.
The STAR Prompt Method	2 min.
The RTF Prompt Method	2 min.
The Self-Consistency Prompt Method	2 min.
Security/Data Protection/Risks	3 min.
Evaluate the AI's Answers	3 min.
UseCase: Helping You Work with Text	3 min.

**Introduction to LLM** 6 min.

AI is the term used when computer systems perform tasks that would ordinarily require human intelligence.

0:55 / 6:00

### 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!

### 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



## soluzione Course Modules Copilot in M365

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

How is the Copilot interface structured and how do you write targeted prompts? What are the Copilot weaknesses? In the further course of the course, the focus will be on Copilot use in M365 applications: from Teams, Word, PowerPoint, Excel, Outlook to Loop, Stream, OneNote, PowerAutomate, Forms, Pages, OneDrive or Whiteboard.



In 93 learning modules, you will learn everything you need to know about "Copilot in M365" (duration: 5 hours 9 minutes)

### Course chapter overview:

- Copilot...now what?
- Introduction to Copilot
- M365 Copilot: a tour
- Copilot: the interface
- 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
- Saving a Prompt
- Create Copilot Agents
- Using Copilot Agents
- Creating Images with the Visual Creator
- Create and find images with Copilot
- Upload images to Copilot
- Reference emails or meetings in prompts
- Copilot in Teams: Introduction
  - Create an email
  - Catch up
  - Ask a question
  - After the meeting
  - Questions with access to web
  - During a meeting
  - Rewrite and customize your messages 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
  - Translate
- Copilot in PowerPoint: Einführung
  - Create
  - Analyze
  - Research
  - Working with file references
- Copilot in Loop: Introduction
  - Generate content
  - Edit text: have it rephrased
  - Improve results with more prompts
  - Work with page content / have it summarized
  - Summarize changes to loop page
  - Create a new Loop Page with Copilot
- Copilot in Outlook: Introduction
  - 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 table
  - Create a chart
  - Sorting and filtering tables
  - Highlight and format tables
  - Insert Formula Columns
  - Insert XREFERENCE with Copilot
  - SUMIF paste with Copilot
  - Analyze text columns
- Copilot in OneNote: Introduction
  - Summarize notes
  - 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
  - Handwritten notes and entry in OneNote
- Copilot in Whiteboard: Introduction
  - Have ideas suggested
  - Have notes categorized
  - Summarize notes
- Copilot in OneDrive: Introduction
  - Compare data
- Copilot in Forms: Create Polls
  - Smart Reminder
  - Generate a quiz based on existing material
  - Create quizzes
- Copilot with Pages
- Copilot in Stream: Introduction
- Copilot in Edge: The Work Tab



## Course module M365 Copilot Chat solution

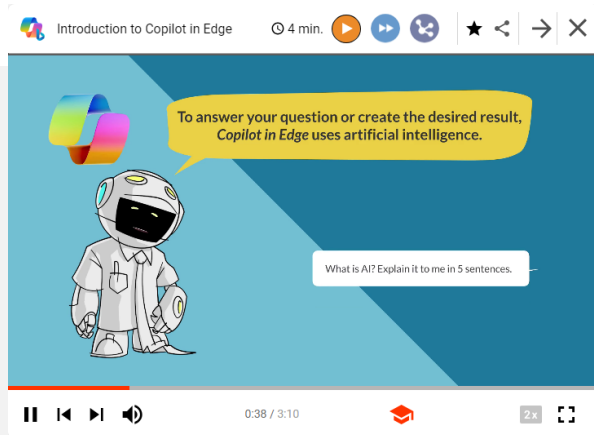
In this course module, we'll show you how to use Copilot Chat (formerly Copilot in Edge or Bing Chat Enterprise) and make it work for you effectively.

As an introduction, you will learn how to access the co-pilot and get to know its interface. Then we dive deeper into the use of AI: Whether it's generating images, extracting text from images, summarizing PDFs or having emails written – we cover the standard use cases for you! In addition, we also show the limits of the co-pilot in Edge and thus sensitize you to the correct handling.

In our course you will learn everything you need to know about the M365 Copilot Chat (total duration approx. 38 minutes) – compactly in 16 learning modules.

### Course chapter overview:

- Introduction to Copilot Chat
- How to access Copilot Chat?
- The Copilot Chat interface
- Use Copilot Chat
- Generate an image
- Use images as input
- Extract text from image
- Merge PDFs
- Write an email with Copilot Chat
- Rate Copilot Chat results
- Have documents analyzed and corrected
- The Notebook
- Rewrite with Copilot chat
- Ask Copilot Chat a question
- Transfer tasks to Copilot Chat
- Ask Copilot Chat a question about a screenshot

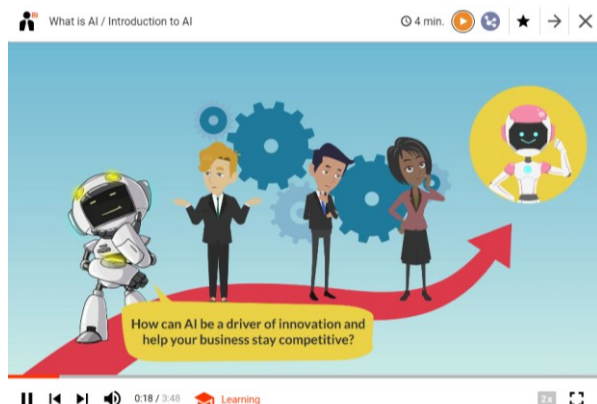


## soluzione Course Module AI for Managers

In this course module, we will show you how leaders 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 10 learning modules, you will learn everything you need to know about "AI for Executives" (total duration approx. 42 minutes).



### Course chapter overview:

- What is AI / Introduction to AI
- Identify AI use cases
- How can generative AI contribute to business value?
- The Role of Leaders in the AI Era
- How can a leader use AI to contribute to the company's value?
- Research and market observation
- Practical Application of GenAI in Everyday Leadership Part 1
- Practical Application of GenAI in Everyday Leadership Part 2
- GenAI in Finance, Supply Chain and Accounting



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

Data literacy is the ability to collect, evaluate, manage, and apply data in a critical way. In the age of digitalization, data literacy plays a key role, empowering people to solve real-world problems such as interpreting data and understanding complex phenomena such as global economic interdependencies. Artificial intelligence (AI) can support these processes by helping to analyze and interpret complex amounts of data.

We teach the basics for this competence in the new course, which was developed under the guidance of a Data & AI Literacy Trainer.

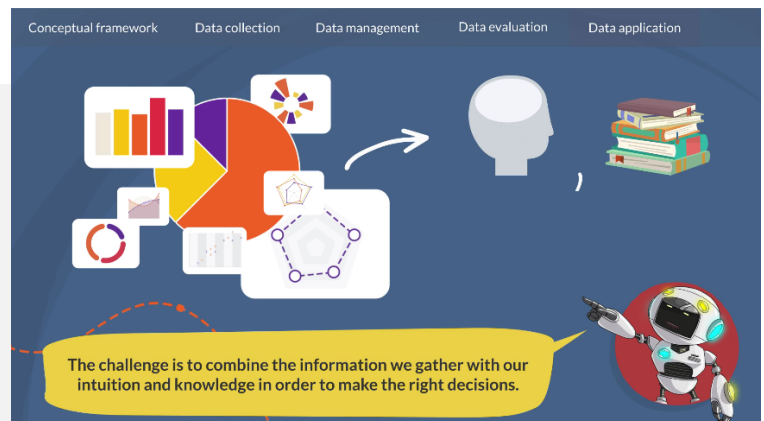
The course module starts with basic questions: What is data literacy and what is data anyway? What types of data are there? What are databases and cloud services? But it doesn't just stop at theory. Users also learn about very practical knowledge and methods: How or where do I get my data from? What 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
- Data 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

