



# 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.

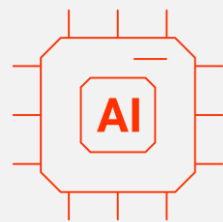
With over 20 years' experience of helping users to adopt new technologies in the workplace, we know what e-learning needs to look like to ensure that the knowledge is actually absorbed and has the desired effect: Awards such as the European E-Learning Award, the Enterprise Workspace Award and the E-Learning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

**Artificial intelligence is fundamentally changing the world of work – in almost all areas. Whether in text creation, data analysis or decision-making: AI can accelerate processes and open up new possibilities for you in your everyday work.**

In our course "Working with AI", we show you how you can use artificial intelligence safely, responsibly and practically in your everyday tasks in the workplace. You will learn about basic terms and methods, learn about the legal and ethical framework conditions, and get an overview of the opportunities and risks involved in dealing with AI – we have prepared everything you need to know about this topic in five compact sub-courses.

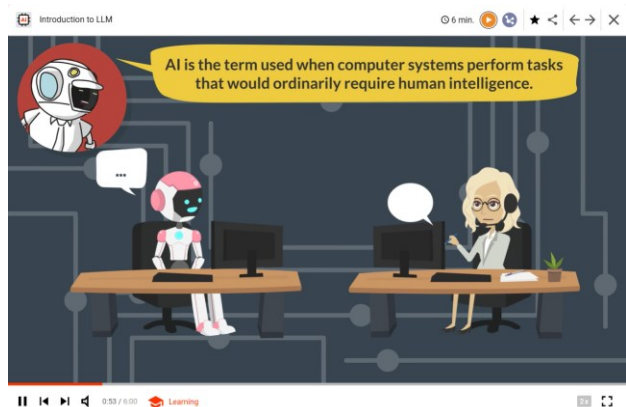
(Total duration 1 hour 50 minutes)

### • Basics for working with AI

To kick off our offer regarding artificial intelligence, we are starting with an introductory course on working with AI. In 12 learning films, we will introduce you to all the basics and methods, and in addition, we will use use cases to show how LLMs can help you with everyday tasks at the workplace (total duration: 32 minutes)

#### Learning units:

- What is AI?
- Introduction to LLM
- AI is more than GenAI and LLM
- How does AI Make Decisions
- Evaluate AI Answers
- The EU AI Act and the AI Risk Classes
- Relevant roles and skills transfer in the EU AI Act
- EU AI Act Timeline
- UseCase: Helping you Work with Texts
- UseCase: Conceptual Design Assistance
- UseCase: Helping you Compose Texts
- UseCase: Compare Offers

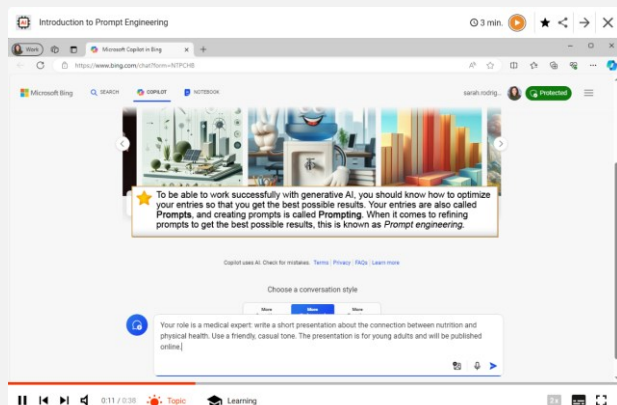


### • Introduction to Prompting

In this course you will receive an introduction to prompt engineering and get to know the different prompt methods (total duration: 9 minutes)

#### Learning units:

- Introduction to Prompt Engineering
- The STAR Prompt Method
- The RTF Prompt Method
- The Self-Consistency Prompt Method



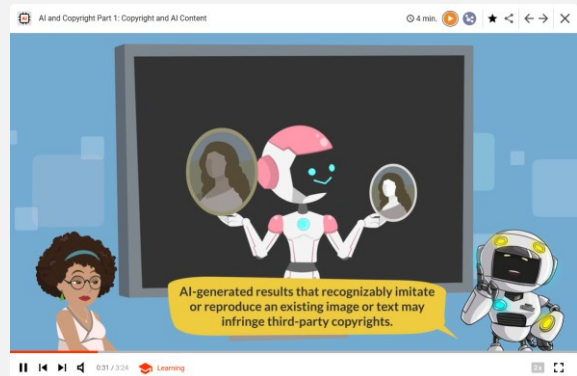


## • Data protection and copyright when Working with AI

In our basic course you will learn – in a nutshell in 3 learning modules – the most important information on data protection and copyright (total duration: 15 minutes)

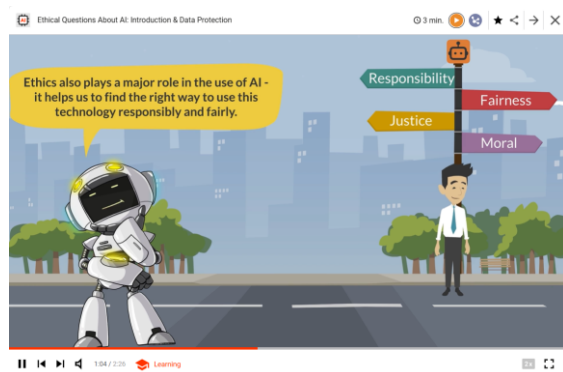
### Learning units:

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



## • AI and Ethics

Everything you need to know about "AI and Ethics" can be found here in a compact form of 7 learning units (Total duration: 18 minutes)



### Learning units:

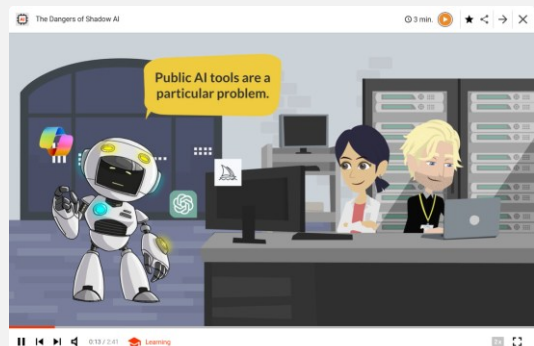
- Ethical issues related to AI: Introduction and Privacy Policy
- The Golden Rule and Other Ethical Principles
- Tips for Ethical Use of AI
- Ethical Issues Related to AI: Transparency & Autonomous Decisions
- Ethical Issues Related to AI: Responsibility and Liability & Discrimination and Fairness
- Ethical Issues Related to AI: Workplace and AI & Conclusion
- AI Ethics in Practice and its Implications

## • Risks and Dangers

Here you will learn – compactly in 7 learning modules – knowledge on the topic of "Risks and Dangers" (Total duration: 22 minutes)

### Learning units:

- The Dangers of Shadow AI
- Protection of Trade Secrets
- Risks Part 1: Introduction and Discrimination
- Risks Part 2: Misinformation and Hallucinations
- Risks Part 3: Reliability and Dependability
- Risks Part 4: Data Protection and Data Security
- How Cybercriminals use Generative AI
- AI - but safe!





## soluzione Course Module ChatGPT

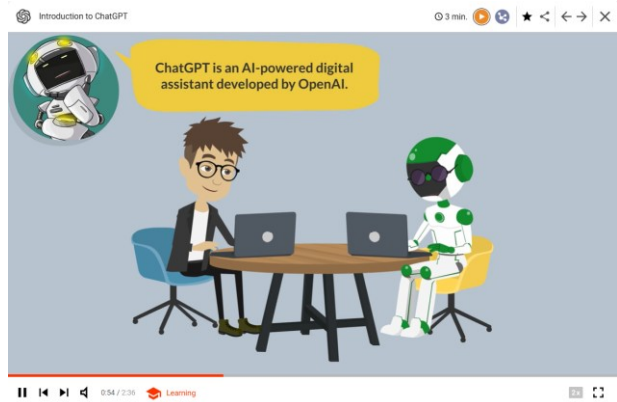
When it comes to AI, ChatGPT should not be missing. In this course module, we will show you what you can use ChatGPT for in your company and how to use the program as effectively as possible.

We introduce users to the tool including its interface, settings, functions for organizing and possible applications. We show them how to surf with ChatGPT, process documents and images, and share chat histories for collaboration with others. We'll also explain how you can search, share content, personalize or interact – and more.

In our course "ChatGPT" you will learn everything you need to know about working with ChatGPT (total duration: 1 hour 54 minutes). The first is our introductory course, followed by three sub-courses.

### Learning Units:

- Introduction to ChatGPT
- What can you use ChatGPT for?
- Access to ChatGPT
- The ChatGPT models
- Team Workspace
- Personalize ChatGPT
- Using the Library



## Chat with ChatGPT

- Start a New Chat
- Temporary Chats
- Chat History
- Rename Chat
- Archive chat
- Search Chat
- Internet Search
- Image Processing
- Generate an Image from a Template
- Upload Files
- Use Scheduled Tasks
- Create a Project
- Add Existing Chats to a Project
- Deep Research
- Dictate my Prompt
- Search my Organization's Databases
- Sora
- Study and learn



## Collaborate in ChatGPT

- Share Chat
- Get a Shared Chat

## Work with GPTs

- Use GPTs (plugins)
- Create your own GPT and Share with a Team



## soluzione Course Module Microsoft 365 in Copilot

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

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

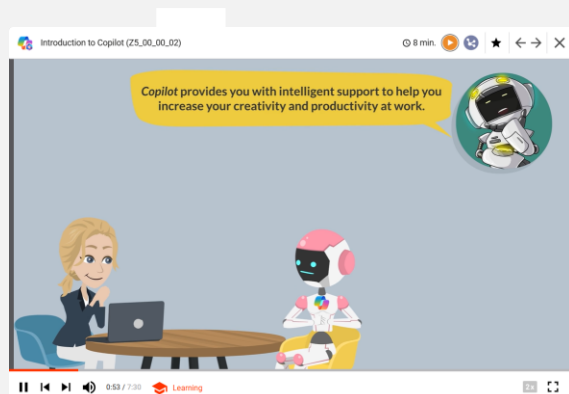


In 139 learning modules, you will learn everything you need to know about "Copilot in M365"

(total duration: 6 hours 35 minutes)

### Learning units:

- Hints for the Learning Content
- Copilot, and Now?
- Introduction to Copilot
- M365 Copilot: A Whistle-Stop Tour
- On the Surface of Copilot
- Prompting Correctly
- Refer to Files
- The FCPL Recipe for a Prompt
- Copilot Lab
- Document Management for Copilot
- Current Weaknesses
- Create a Flow in PowerAutomate with Copilot
- Save a Prompt
- Share a Prompt
- Creating Copilot Agents
- Using Copilot Agents
- Create an Image with the Visual Creator
- Create Videos with Visual Creator
- Create and Find Images with Copilot
- Upload Images in Copilot
- Refer to Emails or Meetings in Prompts
- Copilot in Word: Introduction
  - Create New Document
  - Rewrite Text
  - Connect a Prompt to a Section of a Document
  - Create a Forms Survey
  - Working with File References
  - Analyze and Optimize
  - Researching
  - Create a SWOT Analysis
  - Insert
  - Send a Summary when Sharing
  - Shorten Text
  - Structure and Refine Text
  - Extended Summary
  - Convert Text to Table
  - Insert Content
  - Writing Coach
- Copilot in Teams: Introduction
  - Composing Emails
  - Catching Up
  - Questions
  - After the Meeting
  - Questions with Access to Web
  - During a Meeting
  - Rewriting and Modifying your Messages with Copilot
  - Copilot in a Teams Chat
  - Simultaneous Interpretation in a meeting
  - The Agent Facilitator





## soluzione Course Module Copilot in M365

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

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

- Copilot in PowerPoint
  - The Copilot Sidebar
  - Copilot SmartTags
  - Create
  - Analyze
  - Research
  - Working with File References
  - Automatic Presentation Synopsis
  - Translate into Multiple Languages
- Copilot in Loop
  - Introduction
  - Generate Content
  - Edit Text: Have it Reformulated
  - Edit & Refine: Improve Results with Further Prompts
  - Working with Content/Summarizing
  - Summarize the Changes to a Loop Page
  - Create a New Loop Page with Copilot
- Copilot in Outlook
  - Introduction
  - Copilot in Outlook Classic
  - Write an Email
  - Generate Reply
  - Improve an Email
  - Summary of Emails and Email threads
  - Chat with Copilot
  - Follow a Meeting
  - Planning with Copilot
  - Set up a Rule with Copilot
  - Drafting Instructions
  - Have Attachments Summarized
- Copilot in Excel
  - Introduction
  - Create a Pivot Table
  - Analyze a Table
  - Create a Chart
  - Sort and Filter Tables
  - Highlight and Format Tables
  - Add Formula Columns
  - Insert XLOOKUP with Copilot
  - Add SUMIF with Copilot
  - Analyze Text Columns
  - Data Cleansing
  - Suggested Functions
  - Explain Errors and Suggest Solutions
  - Conditional Formatting Suggestions
- Copilot in OneNote
  - Introduction
  - Summarize Notes
  - Create To-Do lists
  - Analyze Ideas (Pros and Cons)
  - Rewrite Notes
  - Chat with Copilot
  - Generate a Schedule
  - Follow up on a Meeting with Copilot in OneNote
  - Handwritten Notes and Entry into OneNote
  - The Copilot Notebook
  - Create a Copilot Notebook
  - Add Additional References to a Copilot Notebook
  - Query a Copilot Notebook
  - Add a Notebook Page to a Copilot Notebook
  - Add Instructions
  - Receive an Audio Summary of a Notebook
- Copilot in Whiteboard
  - Introduction
  - Suggest Ideas
  - Categorize Notes
  - Summarize Notes
- Copilot in OneDrive
  - Introduction
  - Compare Files
- Copilot in Forms
  - Create surveys
  - Smart Reminder
  - Generate a Quiz Based on Existing Material
  - Create Quizzes
- Copilot with Pages
- Copilot in Edge: The Work Tab
- Copilot in SharePoint:
  - Knowledge Agent in Sharepoint
  - Create an Agent in Sharepoint
  - A News Post or Page in SharePoint with Copilot





## soluzione Course Module Microsoft 365 Copilot Chat

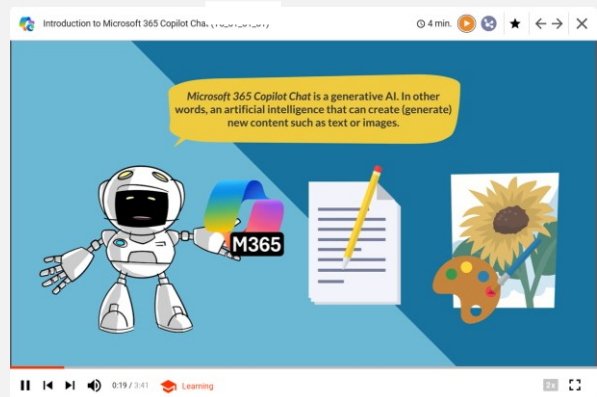
In this course module, we'll show you how to use Copilot Chat (formerly Copilot in Edge or Bing Chat Enterprise) and make it work for you effectively.

As an introduction, you will learn how to access Copilot 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. 57 minutes) – compactly in 20 learning modules.

### Learning units:

- Hints for the Learning Content
- Introduction to Microsoft 365 Copilot Chat
- How do I Access Copilot Chat?
- The Microsoft 365 Copilot Chat Interface
- How to Use Microsoft 365 Copilot Chat
- Generate an Image
- Use Images as Input
- Extract Text from an Image
- Summarize a PDF
- Rate Results from Microsoft 365 Copilot Chat
- Analyze or Correct a Document
- Ask Copilot
- Use Copilot to Find a Browser Function
- Copilot Pages
- Use Agents
- Create agents



## soluzione Course Module AI for Managers

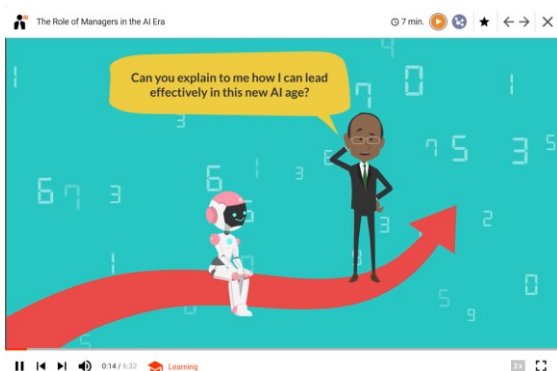
In this course module, we will show you how leaders can use AI in a meaningful way for the company

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

In a compact 15 learning modules, you will learn everything you need to know about "AI for Executives" (duration approx. 1 hour).

### Learning units:

- What is AI / Introduction to AI
- Identify AI Use Cases
- How can generative AI Contribute to Company Value?
- The Role of Managers in the AI Era
- How can Managers use AI to Contribute to Company Value?
- Research and Market Monitoring
- Practical Application of GenAI in Everyday Management Part 1 & 2
- GenAI in Marketing, Customer Service and Sales
- GenAI in Finance, Supply Chain and Accounting
- Concerns about Data Protection





## soluzione Course Module Data Literacy (non-Microsoft)

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.

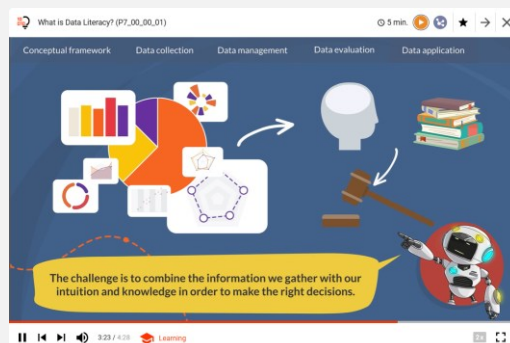
The course module starts with basic questions: What is data literacy and what is data anyway? What types of data are there? What are databases and cloud services? But it doesn't just stop at theory. Users also learn about very practical knowledge and methods: How or where do I get my data from? What 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 in a compact 26 learning modules (total duration approx. 1 hour 58 minutes).

### Learning units:

- What is Data Literacy?
- What is Data and what does Data Represent?
- Ask the Right Question
- Define Data Requirements
- Identifying the Data Source
- Assessing the Data Quality
- Checking the Reliability of a Data Source
- Checking the Data Quality
- Data Governance and its Relevance
- Data Collection Methods
- Data Collection in Practice
- Database Setup
- Data Structuring
- Data Types
- Personal Data and Data Protection
- Basic Principles of Data Protection
- Anonymization vs. Pseudonymization
- Legal Basis for Anonymization
- Rights of Data Subjects
- Cloud Solutions
- Data Analysis
- Charting
- Choosing the Right Graph
- Data-informed Process for Better Decisions
- Data and AI Literacy
- AI in the Data Value Chain



### Planned further content

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

