

Course : Work Smarter with AI (Microsoft AI-3025)

Official Course AI-3025

Practical course - 3.5 hours - Ref. MW3

Price : 490 € E.T.

NEW

In this course, you'll learn how to use AI in your day-to-day work to search for and analyze information, create content, and automate certain tasks. You'll also learn how to use AI agents and reliably evaluate AI-generated content. No technical prerequisites are required.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the Basics of Generative AI
- ✓ Identify the uses of AI in everyday work
- ✓ Using AI to Research, Analyze, and Create Content
- ✓ Understanding How AI Agents Work and Their Benefits
- ✓ Evaluate and Use AI-Generated Content Responsibly

Intended audience

Professionals new to AI who want to understand its applications and integrate it effectively into their daily work, with no technical prerequisites.

Prerequisites

Be familiar with common office software, such as Word, Excel, PowerPoint, and Outlook. Have a good understanding of written English.

Course schedule

1 Work More Effectively with AI

- What is AI?
- AI in the Workplace.
- Why data anchoring is important.
- Working with AI agents.
- Use AI with confidence.

Hands-on work

Evaluate AI-generated content.

PARTICIPANTS

Professionals new to AI who want to understand its applications and integrate it effectively into their daily work, with no technical prerequisites.

PREREQUISITES

Be familiar with common office software, such as Word, Excel, PowerPoint, and Outlook. Have a good understanding of written English.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.

Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

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Dates

REMOTE CLASS

2026 : 30 Nov.

2027 : 22 Feb., 24 May, 6 Sep., 13 Dec.