Using Artificial Intelligence in Your Work

Discover how to optimize AI in your work processes and enhance efficiency with these courses and videos available through your UTSA LinkedIn Learning account.

Courses and Videos

Microsoft Copilot Courses
Learning Microsoft 365 Copilot (34 minutes)
Streamlining Your Work with Microsoft Copilot (34 minutes)

Other AI Resources
Identifying Opportunities to Benefit from AI (2 minutes)
A different approach to AI prompt Writing (4 minutes)
Taking Responsibility for the Output of AI (2 minutes)
Organizing Your AI Prompts (3 minutes)
Using AI to Help Plan a Project (6 minutes)
Using AI to Turn a Document into a Presentation (5 minutes)
Using AI to Help Generate Ideas (6 minutes)
Using AI to Start a Mind Map (3 minutes)
Using AI to Help Present Ideas to Decision Makers (4 minutes)

For more tips, check out Mastering ChatGPT: How to Craft Effective Prompts (Full Guide)