



Infobase Learning Cloud's NEW AI Content!

ChatGPT

Learn how to use today's revolutionary new AI technology to be more productive in the workplace

Artificial Intelligence (AI) is revolutionizing the way the world does business. Large language models



(LLMs) like ChatGPT are an important part of this technological revolution. Knowing how to best make use of these resources can be challenging. In this course, technology expert Chip Reaves will teach you how to navigate ChatGPT efficiently and effectively. He'll also provide tips and techniques so that you can be more productive with ChatGPT and other AI tools. You'll learn how to design effective prompts such as Chain of Thought and Role Play prompts. In addition, Chip will teach you how to leverage AI for specific workplace applications including content creation, research, customer service, translation, and software development!

Microsoft Copilot

Learn how to utilize the features of both paid and free versions of Copilot and effectively use AI in your workplace.

Chip Reaves, a Microsoft silver partner and an IT consultant with over 25 years of technology experience, will show you how to navigate and use Copilot. You'll learn how Copilot can assist you with many tasks like creating documents and emails, researching topics, or analyzing information. Beginning with the basics, you'll learn how to log in to Copilot, navigate the interface, create prompts, and work with the output. You'll see a comparison of data security and feature differences between versions of Copilot.



Login go your institution's Learning Cloud and link to the courses here:

[Chat GPT](#)

[Microsoft CoPilot](#)

Happy Learning!