

Mastering Microsoft CoPilot: Enhancing Scientific Workflows with AI

Objective

Learn how to use Microsoft CoPilot to enhance scientific workflows. This course covers CoPilot's functionalities, best practices for formulating queries, data analysis, and creating reports. Participants will engage in practical exercises and learn to critically analyze AI-generated answers.

For the Scientific Sector

Target Group: Employees in the scientific sector

Welcome & Introduction

- Presentation of the agenda & training objectives
- Clarifying participants' expectations
- Overview: What is Microsoft CoPilot?
- Areas of application and benefits in everyday work
- Requirements for effective use
- Data protection & security guidelines
- Live demo: First steps with CoPilot ChatBot
- Participants log in and test the interface

CoPilot Basics & Best Practices

- How does CoPilot work? (AI models, data sources, security)
- Differences between normal end-user questions and scientific questions
- Best practices for formulating precise and context-related queries
- Exercise: Comparison of typical queries – “standard user vs. scientist”

Optimising Scientific Questions with CoPilot

- Structuring complex scientific questions
- The right prompt strategy

Data Analysis and Documentation with CoPilot

- Create automated reports and scientific summaries
- Support for data analysis and spreadsheet processing
- Exercise: Creating a CoPilot-supported scientific report

Sources of Error and Limitations of CoPilot

- Where AI-supported answers must be critically questioned
- Dealing with uncertainties and validating information
- Exercise: Critical analysis of AI-generated answers using real-life examples

Conclusion & Feedback

- Reflection: Which use cases are particularly helpful?
- Open questions & discussion about future applications
- Feedback round and conclusion

