

MICROSOFT 365 COPILOT

DISCOVERY WORKSHOP



Duration: 3.5h

Prerequisites:

- A valid Microsoft account
- A computer (Mac or PC running Windows 11) with a stable Internet connection to access content
- Basic knowledge of regular browsers such as Microsoft Edge and Google Chrome, and the general Office suite (Teams, Word, Excel, PowerPoint, and Outlook)

Teaching methods:

- Remote training
- Demonstration
- Course material included

Audience: Organizations, teams and individuals in operations, HR, communications, administration, IT, development and sales seeking to understand the Copilot benefits in a work environment, become more productive and save time

Skills acquired at the end of the training:

- Know how to "Chat" with AI and to write prompts
- Understand how Copilot 365 works and how it interacts with different apps
- Know how to use Copilot 365 in Power Point; Teams; OneDrive and all the Apps

Certified certificate: yes

DESCRIPTION

Microsoft Copilot is an Artificial Intelligence tool integrated into the Microsoft suite

Integrated with the Microsoft office suite, working with Teams, Outlook, OneNote, Word, Excel and PowerPoint and many other applications. This new intelligent assistant will save you **precious time** in your daily work while stimulating your creativity.

PROGRAM

1. An Overview of Artificial Intelligence

- An Introduction to M365 with Copilot and its Benefits
- Introduction to Artificial Intelligence in M365

2. Microsoft Copilot - Your AI in M365

- What is Copilot and how can it help you
- Difference between versions: Copilot; M365 Copilot Pro and Copilot
- Benefits of Copilot and its combination with ChatGPT4
- Mastering interaction with Copilot: exploiting potential; speed up your online browsing.

3. One-click Prompt Creation with Copilot

- What are the guests?
- Introduction to the concept of guests
- How do you formulate clear and effective Prompts?



4. The Art of Copywriting Using Copilot in Word

- Discover Copilot Pro's writing capabilities for flawless documents and how it can transform the way you write.
- Quickly summarize and summarize long texts into clear and concise information.
- Creating user guides and manuals using Copilot Pro: Stimulate your creativity and generate ideas.

5. Excellent PowerPoint presentations using Copilot

- Introduction to AI-assisted PowerPoint presentation creation with Copilot Pro.
- Perfect the design and customize your slides to present your work with excellence.

6. Work on your Excel data using Copilot

- Explore how Copilot Pro can simplify data analysis in Excel.
- How to create effective Prompts to maximize the use of Copilot in Excel.
- Visualize data with Copilot in Excel

7. Managing emails using Copilot in Outlook

- How Copilot Pro can help you manage your emails in Outlook: fast and efficient

- Email writing; correction and improvement of his emails.

8. Copilot in Teams

- Communicate more effectively
- Summarize key points of discussion and suggest actions in real-time during a meeting or call.
- Catch up on chats: Quickly review key points, actions, and decisions.
- Bring everything together in Teams: Find and use information in documents, presentations, emails, calendar invites, notes, and contacts.

Q&A

