

**Duration: 9 hours**

**Prerequisites:**

- A valid Microsoft 365 account with a Copilot license is required
- A computer (Mac, or Windows 11 PC) with a stable Internet connection to access content.
- Basics of using regular search browsers such as Microsoft Edge and Google Chrome and the general Office suite (Teams, Word, Excel, PowerPoint, and Outlook).

**Teaching resources:**

- Remote training
- Demonstration- Training materials included

**Skills acquired at the end of the training:**

- Know how to "Chat" with AI, how to write prompts or 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 other 365 Apps.
- Work differently: more creative; productive; Efficient and faster

## 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

### 3. How to use Microsoft Copilot in Microsoft Edge

- Copilot Exploration in the Edge Bar: How to activate and use it in real-time.
- Mastering interaction with Copilot: exploiting potential; speed up your online browsing.
- What can Copilot do for you in Microsoft Edge?
- Mastered AI-based features; Accessibility and learning tools
- How do you find exact moments from a video you're looking for? and Ask Copilot from a screenshot.
- Also in **Microsoft Edge**, how do I write with Copilot's AI in **Compose**? How do I create Auto-Named Tab Groups? How to do instant translation and improve your multitasking skills?
- How do you use Copilot's notebook in Edge to effectively manage and reuse your Prompts?



## 4. One-click Prompt Creation with Copilot

- What are prompts?
- Introduction to the concept of prompts
- How do you formulate clear and effective Prompts?
- Know how to talk to (communicate) your needs to Copilot
- Tips for writing prompts and what are the best practices?

## 5. Visual Creativity Using Copilot: Image and Logo

- How do I create images in Microsoft Edge using Copilot?
- Let's introduce Microsoft Designer: Create any image you can imagine with Microsoft's AI Image Generator.
- How do I design a logo using Copilot in Microsoft Designer?

## 6. Microsoft Copilot and other browsers

- What other browsers use Microsoft Copilot? Fewer features compared to Edge?
- Copilot in Google Chrome: effective methods

## 7. What are the steps to link Copilot Pro to your M365 Apps and keep them in sync

## 8. 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.

## 9. 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.

## 10. 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

## 11. 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.

## 12. Chat freely with Copilot in OneNote and boost your productivity

- Summarize your notes quickly and share them.
- Enable Copilot to create actionable to-do lists from your notes.
- Copilot can create action plans for events, meetings, and celebrations.



## 13. Transform the way you interact with your files with Copilot in OneDrive or SharePoint

- Extract information from multiple files in your OneDrive (or SharePoint) without even opening them
- Compare key differences between documents with a single click
- Quickly summarize files
- Generate insights from your documents and start your work with the help of Copilot

## 14. 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.

