

Duration: 3 hours

- A computer (Mac, or Windows 11 PC) with a stable Internet connection to access content.
- Basic knowledge of using Office 365 software, and Microsoft Edge.

Recognized Certification: Yes

Course material: provided

Post-training technical support: Offered free of charge for one year

Teaching resources:

- Remote training
- Demonstration- Training materials included

Skills acquired at the end of the training:

- Learn how to "chat" with AI and how Copilot works directly from the desktop
- Know how to use Copilot in Microsoft Edge
- Understanding the interaction between Copilot and ChatGPT
- Chat with text, voice, and image capabilities

DESCRIPTION

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

Integrated with the Windows 11, this new intelligent assistant will save you **precious time** in your daily work while stimulating your creativity.

PROGRAM

1. An Overview of Artificial Intelligence:

Discover how Copilot will change your use of you workstation.

2. Microsoft Copilot – Your AI

- What is Copilot and how can it help you
- Difference between versions: Copilot; Copilot Pro and Copilot Free Version
- Relationships with Chat GPT

- Summarization of documents and web pages
- Use of Plugins and Copilot GPT's

3. One-click Prompt Creation with Copilot

- Learn the language of Copilot and understanding the interface directly from your desktop
- Formulate clear and effective Prompts
- Know how to talk to (communicate) your needs to Copilot
- Choose a conversation style
- Learn how to effectively translate the prompts (into English) to get the most out of them



4. Copilot in Microsoft Edge

- Exploring Copilot in the Edge bar: how to activate and use it in real time.
- Mastering interaction with Copilot: exploiting potential; speed up your online browsing.
- Use Copilot's notebook in Edge to efficiently manage and reuse your Prompts
- Understand the value of the “relevant sources” feature, and how it can benefit your online browsing experience
- Compose vs Chat feature in the Microsoft Edge browser

5. Visual Design Using Copilot: Images and Logos

- Image creation in Designer
- How can I generate creative visuals using Copilot Pro in Edge?
- Customize logos with GPT designer
- Use Copilot to enhance and customize an image from your storage drive by using the “Add an image” feature
- Saving, collecting, and sharing created images