MICROSOFT COPILOT PRO

FORMATION
CAD

Duration: 6 hours

- **Prerequisites: A valid Microsoft account is required to activate and use Copilot Pro.**

- **A computer (Mac, or Windows 11 PC) with a stable Internet connection to access content.**

- **Basic knowledge of using Office 365 software (Teams, Word, Excel, PowerPoint, and Outlook).**

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 Pro works as part of the M365 suite
- Know how to use Copilot Pro in Word; Outlook; Excel; Power Point
- Understanding the interaction between Copilot and ChatGPT

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.

COURSE CONTENT

1. **An Overview of Artificial Intelligence: Discover how Copilot Pro will change your use of the M365 suite**

2. **Microsoft Copilot – Your AI in M365**
   - What is Copilot and how can it help you
   - Difference between versions: Copilot; Copilot Pro and Copilot 365
   - Benefits of Copilot Pro and ChatGPT4

3. **One-click Prompt Creation with Copilot**
   - Introduction to the concept of guests
   - Formulate clear and effective Prompts
   - Know how to talk to (communicate) your needs to Copilot
   - Writing techniques using AI: improving writing quality
   - 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.
   - Copilot in Google Chrome: Effective Methods
   - Use Copilot's notebook in Edge to efficiently manage and reuse your Prompts.

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

6. **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.

7. **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.

8. **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

9. **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.

10. **Visual Design Using Copilot: Images and Logos**
    - How can I generate creative visuals using Copilot Pro in Edge?
    - Customize logos with GPT designer
    - Put your skills learned with Copilot Pro into practice to create a PowerPoint presentation enriched with AI-generated images on an innovative theme.