

## 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.

