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Sign up

Copilot for Microsoft 365 training

2 days (14 hours)

Presentation

Boost your productivity tenfold by deploying AI across all your software! Our Copilot for Microsoft 365 training will give you the keys to boosting the efficiency of your entire organization without compromising data security or degrading the quality of your work.

Discover the power of the GPT model on Microsoft tools. Our program is designed to teach you all about the Microsoft Copilot universe. You'll learn to distinguish between the different pricing plans on offer and the different Copilots.

To get the most out of this service, we'll teach you step-by-step the art of prompting and the precautions you need to take with your best tools, such as Word, Powerpoint, Teams, Excel and Outlook.

We also offer a complementary module for mastering Copilot on Dynamics 365 and Power Platform.

Objectives

- Writing prompts for convincing results
- Using Copilot in Word, Excel, Powerpoint and Outlook
- Understanding the limitations and benefits of generative AI

Target audience

- Project managers
- Editors
- Marketing managers
- Commercial

- Traffic managers
- Marketing managers
- Managers

Prerequisites

Experience with the Microsoft Office suite.

Software requirements

- A Microsoft account
- Access to Copilot for Windows or Office 365
  - For VSEs and SMEs, get Copilot Pro
  - For large companies, see prices

Microsoft Copilot training program

Understanding generative AI

- What is generative AI?
- Understanding natural language processing
- The benefits of generative AI
- Risks and limitations
  - Plagiarism
  - Errors and hallucinations
  - Learning biases
  - Personal data protection
  - Obsolescence of training data
- Tools for detecting automatically generated content
- The future of detection: digital watermarks

Introduction to Microsoft Copilot

- What is Copilot? How does it work?
  - Copilot for Bing
  - Copilot for Edge
  - Copilot for Windows
- Practical work: Summarizing an article from Copilot on Bing
- Practical work: Writing an article from Copilot on Edge
- Practical: Using the image creator
- When to use Copilot services
- Price list
  - Microsoft 365
  - Office 365 Business
  - Special features for certain sectors
  - Copilot license

Focus on Copilot for Windows

- Why choose Microsoft as your AI supplier?
  - The power of GPT
  - Data protection
  - Greater safety
  - Connecting to Microsoft services
  - Storage capacity
- Current alternatives
- Description of plans and services
- Integrating Copilot into your applications

Writing good prompts

- General best practices
  - Give examples
  - Avoiding ambiguity
  - Providing context
  - Be precise
  - Separate context from instruction
- Best practices on Copilot Microsoft 365
  - Purpose + Context + Expectation + Source
  - Create reusable prompt templates

Copilot for Office 365 in practice

- Using Copilot in Teams for video conferencing, in conversations and as a bot, and using doc OneDrive
- Practical work: Writing a document in Word
- Practical work: Generating a draft in Powerpoint
- Practical work: Preparing e-mail in Outlook
  - Analyze your e-mails
  - Analyze your agenda
  - Drafting e-mails
- Practical work: Copilot on Excel
  - Generate formulas
  - Analyze your data
  - Produce graphics
  - Clean up your data
- Copilot in other Office 365 tools

Complementary module (+1 day) : Power Platform and Dynamics 365 with Copilot

Dynamics 365

- Practical work: Segmenting databases
- Practical work: Creating email campaigns
  - Generate a scenario
  - Compose your e-mails
    - Creating images
- Practical work: Identifying your leads
  - TP: Simplifying opportunity management
  - Strengthening collaboration with Teams Copilot

Power Platform

- Data management made easy with Power BI
- Practical work: Power Pages with Artificial Intelligence
  - Generate site and page templates
  - Produce and modify forms
  - Code generation
  - Implementing a chatbot
- Creating scenarios on Power Automate
- Introducing Copilot Studio

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire is used to check correct acquisition.

skills.

Sanction

A certificate will be issued to each trainee who completes the course.