

# Copilot training for Microsoft 365

2 days (14 hours)

## Presentation

Increase your productivity tenfold by deploying AI on 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 for comprehensive teaching of 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

- How to write your prompts for convincing results
- Use Copilot in Word, Excel, Powerpoint and Outlook
- Understand the limitations and benefits of generative AI

## Target audience

- Project managers
- Copywriters
- Marketing managers
- Sales

- Traffic managers
- Marketing directors
- Managers

## Prerequisites

Experience with 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](#)

## Our 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
  - Protection of personal data
  - Obsolescence of learning 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 tutorial: Summarizing an article from Copilot on Bing
- Tutorial: Writing an article from Copilot on Edge
- Practical: Using the image creator
- When to use Copilot services
- Pricing details
  - Microsoft 365
  - Office 365 Business
  - Special features for certain sectors
  - Copilot license

## Focus on Copilot for Windows

- Why choose Microsoft as your AI provider?
  - The power of GPT
  - Data protection
  - Greater security
  - Connection with Microsoft services
  - Storage capacity
- Current alternatives
- Description of the various plans and services on offer
- Integrating Copilot into your applications

## Writing good prompts

- General best practices
  - Giving examples
  - Avoiding ambiguity
  - Providing context
  - Be precise
  - Separate context from instruction
- Best practices on Copilot Microsoft 365
  - Purpose + Context + Expectation + Source
  - Creating 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 exercise: Writing a document in Word
- Practical training: Generating a draft in Powerpoint
- Practical: Preparing e-mails in Outlook
  - Analyze emails
  - Analyze your calendar
  - Writing email drafts
- Practical training: Copilot in Excel
  - Generate formulas
  - Analyze data
  - Produce graphs
  - Clean up your data
- Copilot in other Office 365 tools

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

### Dynamics 365

- Practical: Segmenting your databases
- Practical: Creating emailing campaigns
  - Generate a scenario
    - Compose mails
    - Creating images
- Practical training: Identifying leads
  - Practical training: Simplifying opportunity management
  - Strengthen collaboration with Teams Copilot

## Power Platform

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

## Companies involved

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 forthcoming course, 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 training: 60% hands-on, 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 verify the correct acquisition

skills.

## Certification

A certificate will be awarded to each trainee who has completed the entire course.