Copilot for Microsoft 365: Increase productivity with Excel, Word, Powerpoint and OneNote

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Microsoft users with a Copilot license

Training objectives

- Understand how Copilot really works
- Write effective and structured (prompt) prompts that deliver actionable results
- Improve the quality, relevance, and reliability of Copilot responses
- Automate and speed up your key tasks in Word, Excel, PowerPoint, and OneNote
- Save time on recurring tasks

Summary

Multiply your productivity with AI in Excel, Word, PowerPoint, and OneNote. Finally get the most out of your Microsoft 365 Copilot license! This training allows you to move from a superficial use to a strategic and profitable use of Copilot, in the tools you use every day: Word, Excel, PowerPoint and OneNote. Copilot for Microsoft 365 transforms the way we work by integrating artificial intelligence directly into the tools of the daily worker. So, get a clear understanding of how it works and know how to make effective requests. You will then see all the potential that remains unknown when good practices are not applied.

The result: faster daily tasks, better quality deliverables and a real gain in productivity from the first uses.

To go further: take the full program "Master Microsoft 365 Copilot: AI at the Service of Your Productivity and Ambition" (17.5 hours).

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Course outline

Understanding Copilot to get the most out of it

- What is Copilot Microsoft 365
- What are the common strengths, limitations and pitfalls
- Real impact on day-to-day productivity
- Best practices for responsible and efficient use

The art of talking well to Copilot: mastering prompts

- Why prompt quality changes everything
- Structure gained from an efficient prompt
- Adding and refining requests to improve results
- Techniques to get more answers accurate, more reliable and better adapted to your context

Copilot in Word - Produce clear and professional documents

- Generate and enrich professional content
- Rephrase paragraphs to make them clearer, convincing or synthetic
- Create and organize tables automatically
- Simplify the review and structure

Copilot document in Excel - Analyze and understand your data without being an expert

- Generate formulas without advanced expertise
- Analyze Create meaningful charts from natural language questions
- Accelerate analysis without losing control of your data

Copilot in PowerPoint - Create professional presentations

- Create a complete presentation from a simple summary or document
- Generate and optimize key slides
- Add visuals, animations, and multimedia content efficiently
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Improve the structure and impact of the message

Copilot in OneNote - organize and synthesize information

- Automatically structure notes and ideas
- Synthesize information and clarify key points
- Add references, links and sources
- Better prepare meetings, follow-ups and projects

Approach and methodology

- Short and focused lectures
- Real-time demonstrations
- Tutorials and individual exercises, based on professional cases
- Tips that can be directly reused at work

Prerequisites

Have a Copilot license (paid)

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.

Accreditations

The activity is recognized by the **CHRP**.

Pre-approval number : **6284**

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