Copilot Immersion Experience (MS-4021)

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

- Business Owner
- Business User

Training objectives

- Understand the core functions of Microsoft 365 Copilot and its AI-driven capabilities
- Write effective prompts to use AI assistance in Microsoft 365 apps
- Use the Microsoft 365 Copilot Prompt Gallery
- Use Microsoft 365 Copilot in Outlook to manage email and meeting workflows
- Use Microsoft 365 Copilot in Teams to improve meeting efficiency and collaboration

Summary

This Microsoft Copilot training teaches how Microsoft 365 Copilot improves productivity and innovation in various functional areas, from finance and human resources to sales, operations, marketing, IT, and beyond. This course provides insights into creating contextual prompts for Copilot and engaging use cases that show seamless integration into companies' daily workflows. Whether you're a business user looking to streamline tasks or a decision-maker exploring AI-driven efficiencies, this course gives you the skills to maximize Copilot's potential in your role. Does not require the Copilot license.

Course outline

Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

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Create effective prompts in Microsoft 365 Copilot

- Explore the art of prompting
- Explore the Copilot Prompt Gallery
- Prepare for the week with Microsoft 365 Copilot in Outlook
- Compose emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Highlight key decisions and actions of Teams meetings

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually experience an immersion in Microsoft 365 Copilot through concrete scenarios inspired by everyday professional life, promoting an immediate application of the learning. They learn how to effectively use Copilot to improve productivity, automate tasks, and optimize collaboration in Microsoft 365 tools. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable skills to fully exploit the potential of Copilot in a professional context.

Recommendations

- No technical expertise required (training accessible to beginners)
- Comfortable with Microsoft 365 tools (Word, Excel, Outlook, Teams)
- Interest in generative AI and productivity
- Openness to experimentation and new digital uses

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