Introduction to Microsoft 365 Copilot: Explore Its Potential, Even Without a License

Duration: 16 hours
Audience: Pour tous

Who is this training for?

Anyone using Microsoft 365

Training objectives

- Demystify generative AI
- Understand how it works, its capabilities, and its limitations
- Identify the concrete benefits that generative AI can bring to everyday tasks
- Be aware of the risks and ethical issues related to its use
- Discover the most common generative AI tools and their application
- Understand the basic 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 the efficiency of meetings and collaboration

Summary

Even without a Copilot license, you can explore the possibilities of Microsoft 365 Copilot and understand how it can transform communication and content creation. This learning path in 4 key modules will allow you to discover its fundamentals, examine its applications within Microsoft 365 and better understand its potential to optimize daily work. With an accessible and hands-on approach, you'll get a clear view of its benefits and how it can fit into business processes, without requiring prior experience in artificial intelligence.

Course outline

Module 1: Transform the way you work with generative AI (3.5h)

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- Understand how artificial intelligence is changing our professional habits and discover concrete use cases to start integrating it into your daily life

Module 2: Getting started with Copilot: guided immersion experience (2h)

- Dive into a hands-on workshop where you will test Copilot in a real-life situation. Learn how to formulate your queries, interpret AI responses, and identify its most useful use cases for your work context

Module 3: Save time with Microsoft 365 Copilot Chat (3.5h)

- Learn how to use Copilot Chat to quickly get answers, summarize documents, organize ideas, and more

Module 4: Improve your texts, analysis and presentations (7h)

- Discover how Copilot helps you create, analyze and present in a faster and more impactful way in Word, Excel and PowerPoint

Approach and methodology

Our small group training strategy aims to allow you to interact with the trainer, give you the ability to experiment with all the tools without restriction. The course of the modules is highly interactive, which allows to increase the level of engagement, to share and learn from the experience of other participants and to use concrete examples that are easily transferable to the workplace.

Recommendations

- Basic proficiency in Microsoft 365 tools (Outlook, Teams, Word – an asset)
- General fluency with digital tools and web browsing
- No prior knowledge of artificial intelligence required

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