Master Microsoft 365 Copilot: AI at the service of your productivity and ambition

Duration: 17,5 hours
Audience: Pour tous

Who is this training for?

Anyone using Microsoft 365 a Copilot license.

Training objectives

- Understand the core capabilities of Microsoft 365 Copilot and its AI-driven capabilities in various applications.
- Learn how to create effective prompts to leverage AI assistance in Word, PowerPoint, Excel, Outlook, and Teams.
- Improve presentation creation by using Copilot's features in PowerPoint, including AI-driven tools.
- Improve document writing and editing with Copilot in Word, focusing on efficient workflows.
- Optimize meeting productivity and collaboration with Copilot in Teams, exploring both AI and standard features.
- Use Copilot in Excel for data analysis and visualization, incorporating AI insights where applicable.
- Proficient in the use of Copilot Chat for cross-platform content interaction and hands-on exercises, such as preparing for interviews.
- Modify the quality and relevance of Copilot's suggestions.

Summary

Learn how Microsoft 365 Copilot can transform the way you communicate and create content. This learning path structured in 5 essential modules will allow you to master the basics, explore its multiple applications within Microsoft 365 and learn how to maximize its effectiveness. Designed for all professionals, this accessible program requires no prior experience in artificial intelligence and offers a practical and intuitive approach to get the most out of this innovative tool.

Course outline

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Module 1 (3.5 hours) Learning to dialogue with Artificial Intelligence.

Learn best practices for using AI, and how to incorporate these skills into your daily tasks to improve productivity and efficiency.

Module 2 (3.5 hours) Explore Microsoft 365 Copilot Chat.

Learn how to get started with Microsoft 365 Copilot Chat, write effective prompts, and use its AI capabilities to improve productivity, simplify work, and collaborate securely, without the need for a Copilot license.

Module 3 (3.5 hours) Increase productivity with Excel, Word, Powerpoint, and OneNote.

Deepen the use of Copilot in your productivity tools: generate professional documents, analyze complex data, structure impactful presentations, and take advantage of advanced licensee-only features.

Module 4 (3.5 hours) Optimize your communications and collaboration with Teams and other applications.

Learn how to use Copilot to transform your exchanges in Teams, your emails in Outlook, and your project follow-ups. Automate tasks, gain clarity, and improve coordination across your teams.

Module 5 (3.5 hours) Accelerate your performance with Microsoft 365 agents.

Learn how to build, configure, and deploy AI agents with Microsoft Copilot Studio. Comprehensive training to automate your processes and boost your productivity.

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 of the participants
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To share and learn from the experience of other participants

- To use concrete examples that are easily transferable in the workplace

Prerequisites

- Basic experience with Microsoft 365 (Outlook, Teams, Word, Excel, etc.)
- Ease with digital and collaborative tools
- An interest in: generative artificial intelligence productivity optimization

Recommendations

Reflect on your current uses of Microsoft 365: writing, communication, information management

Identify your needs: time saving, improvement of the quality of deliverables, automation of tasks

Define concrete cases where AI could be useful to you

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