

Copilot for Microsoft 365

Hands-on course of 2 days - 14h

Ref.: CPL - Price 2025: CHF920 (excl. taxes)

The Copilot for Microsoft 365 training provides participants with the skills and knowledge required for professional use. Combining theory and practice, this course allows learners to understand, explore, and master advanced functionalities while effectively integrating Copilot into their workflows.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Understand the fundamentals of artificial intelligence.
- Master techniques for crafting effective prompts.
- Apply acquired skills to real-world use cases.
- Gain practical knowledge of Copilot's features.
- Understand the ethical and security implications of using Copilot.

THE PROGRAMME

last updated: 01/2025

1) Introduction to Ai

- Understanding the basics of artificial intelligence.
- Contextualizing Copilot within the AI domain.
- Discussing AI implications and applications across various industries.

Group discussion : Review of recent research and articles on AI and its applications.

2) The Fundamentals of Prompting

- Understanding the foundational concepts of prompts.
- Exploring techniques for crafting effective prompts.
- Analyzing the benefits and limitations of using prompts in language model interactions.
- Understanding how prompts influence Copilot's outputs.

Hands-on work : Developing skills in writing prompts tailored to Copilot.

3) In-Depth Exploration of Copilot

- Introduction to Copilot's core functionalities.
- Understanding operating conditions and limitations.
- Demonstrating text generation, calculations, presentations, and assisted coding.
- Exploring advanced features like language translation and code generation.

Hands-on work : Summarizing a document, drafting an email, creating formulas in Excel, and preparing a presentation.

4) Copilot in Real-World Scenarios

- Case studies on using Copilot: Word, Excel, PowerPoint, Teams, Outlook, etc.
- Leveraging Copilot for VBA coding.
- Best practices for integrating Copilot into daily workflows.
- Understanding the implications of human-machine collaboration in task creation and automation.

Hands-on work : Hands-on projects with Word, PowerPoint, Excel, Outlook, Teams, and VBA coding.

PARTICIPANTS

Anyone seeking to get started with Copilot for Microsoft 365 to optimize its use.

PREREQUISITES

No specific prior knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

5) Security and Privacy with Copilot

- Managing data, privacy, and security for Microsoft Copilot in Microsoft 365.
- Best practices for ensuring data security when using Copilot.
- Discussing data privacy implications and regulatory compliance.
- Understanding ethical challenges related to privacy and data security in the Copilot context.

Hands-on work : Demonstrating privacy and security management, including deleting Copilot's history.

DATES

Contact us