Microsoft Copilot e-learning channel

Practical course - 1d - 04h32 - Ref. 8MC
Price : 190 € E.T.

Have you heard of Copilot, the artificial intelligence available with Microsoft applications? This artificial intelligence created for Microsoft 365 tools is a real revolution that will enable you to develop your knowledge of Microsoft tools. On this specialized channel, you'll be able to get to grips with this artificial intelligence through various use cases on Word, Excel and Powerpoint. With a simple prompt, you'll be able to generate text, images or graphics in a matter of seconds!

Teaching objectives

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

- Get to know Copilot's various functions.
- Write effective prompts.
- Recognize the ethical and legal issues involved in using generative AI.
- Use Copilot on the various Microsoft 365 tools.
- Prepare meetings or customer responses with Copilot.

Intended audience
Anyone wishing to learn how to use Copilot.

Prerequisites
Knowledge of the Microsoft 365 environment.

PARTICIPANTS
Anyone wishing to learn how to use Copilot.

PREREQUISITES
Knowledge of the Microsoft 365 environment.

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.

Practical details

Digital activities

IT structure: recorded courses, expert videos and best practice sharing.

Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message…) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

Course schedule

1 Copilot, discover Microsoft's artificial intelligence

- The fundamentals of generative AI.
- Writing effective prompts.
- Introducing Copilot.
- Using Copilot with Word.
- Using Copilot with Excel.
- Using Copilot with PowerPoint.
- Using Copilot with Teams.
- Ethical and technical considerations.

2 Copilot for Microsoft 365, use cases and best practices

- Discover Copilot.
- Copilot for Word.
- Copilot for Excel.
- Copilot for PowerPoint.
- Copilot for Teams.
- Copilot for Outlook.
- Copilot in other applications.
- Writing effective prompts.