

# Course : Introduction to Copilot for Microsoft 365

Practical course - 1d - 7h00 - Ref. CDA

Price : 930 CHF E.T.

★★★★☆ 4,4 / 5

NEW

Take advantage of artificial intelligence to improve your day-to-day work: optimized search, synthesized content, easier writing. Powerful tools to help you work faster, more clearly and more comfortably.

## Teaching objectives

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

- ✓ Understand what Copilot for Microsoft 365 is and how it works
- ✓ Use Copilot's main functions in various Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams, OneNote, Power BI, Forms)
- ✓ Use Copilot for Microsoft 365 to improve the quality of your documents and optimize your data analysis
- ✓ Experiment with Copilot for Microsoft 365 in real-life situations through practical case studies tailored to your business.

## Intended audience

Microsoft 365 business users who want to optimize their productivity with Copilot's artificial intelligence.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Introduction to Copilot for Microsoft 365

- What is Copilot for Microsoft 365?
- Technical and functional requirements.
- Licenses required.
- LLM (language model) and associated best practices.
- How do I access Copilot?

### PARTICIPANTS

Microsoft 365 business users who want to optimize their productivity with Copilot's artificial intelligence.

### PREREQUISITES

No special 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.

## 2 Assisted search and reading

- Search from the Office portal.
- Search from different applications (Word, Excel, Outlook, etc.)
- Generate an Outlook conversation thread summary.
- Generate a Teams meeting or conversation summary.
- Generate a document summary in Word.

### Hands-on work

Ask Copilot a question to quickly find specific information in a document or e-mail. Summarize a long e-mail discussion and identify key points to follow up.  
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## 3 Intelligent writing

- Use coaching functionality in Outlook, Word and Teams.
- Generate drafts.
- Reformulate texts in Word.
- Writing a to-do list in OneNote.

## 4 Creation, transformation and deepening

- Turn text into a table in Word.
- Generate indicators in Excel.
- Perform operations in Excel.
- Generate PowerPoint slides.
- Create Forms.
- Administer and secure the Copilot environment.
- Discover Copilot Studio.
- Explore the Copilot extension for Microsoft 365.

### Hands-on work

Create a Forms form by asking Copilot to generate a series of questions tailored to a specific purpose.

### 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.

## Dates and locations

### REMOTE CLASS

2026 : 27 May, 16 Sep., 25 Nov.