Copilot for Microsoft 365

Hands-on course of 2 days - 14h
Ref.: CPL - Price 2026: 1 590 (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.

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

REMOTE CLASS
2026 : 26 mars, 29 juin, 12 oct.,
03 déc.