

Service Offering Copilot

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Inspired by technology, atypical by nature.



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1 Common information

1.1 Title

Offer Name: CoPilot

Duration: 1 day

1.2 Summary

The aim of this course is to familiarise you with the features of Copilot and show you how to integrate it effectively into your daily workflow. You will learn how to use Copilot to generate text, formulas, codes and relevant suggestions in the following applications: Microsoft Teams, Outlook, Word Excel, PowerPoint, OneNote, Loop, Whiteboard.

1.3 Pricing

General rule:

- *Training: 1 day – 1400 euro*

2 Detailed information

2.1 Headline

Microsoft Copilot is an artificial intelligence (AI) tool integrated into Microsoft 365 applications. It's designed to help you write text, generate formulas, write code and make relevant suggestions while you work. Copilot is your virtual companion that can speed up your daily tasks and improve your productivity.

2.2 Introduction

The aim of this course is to familiarise you with Copilot's features and show you how to integrate it effectively into your daily workflow. You will learn how to use Copilot to generate relevant text, formulas, codes and suggestions in the following applications: Microsoft Teams, Outlook, Word Excel, PowerPoint, OneNote, Loop, Whiteboard

Benefits of Copilot

- *Increased productivity: Copilot helps you generate content quickly, saving you time.*
- *Content quality: Copilot's suggestions are based on advanced language models, guaranteeing high-quality content.*
- *Continuous learning: Copilot adapts to your writing style and learns from your preferences over time.*

2.3 How it works

Introduction AI/Copilot

- *AI is everywhere*
- *What does ChatGpt / Copilot do?*
- *Being critical of AI (security, future?)*
- *How does it work?*
- *AI terminology explained*
- *Discover how these tools foster creativity and problem-solving*
- *Learn how to ask questions using the CREATE principle.*

Use of Copilot in

- *Microsoft Teams*
- *Microsoft Outlook*
- *Microsoft Word*
- *Microsoft Excel*
- *Microsoft Powerpoint*
- *Microsoft OneNote*

- *Microsoft Loop*
- *Microsoft Whiteboard*

2.4 Target Audience

This training is designed for anyone curious about Microsoft Copilot, whether you are a beginner or an enthusiast looking to expand your knowledge.

2.5 Reference logos or case studies

N/A yet

2.6 Visual elements



2.7 Contact Information

Solution Sales Learning – Tom Ysewyn & Stef Van Lierde