



TRAINING PROGRAM MICROSOFT COPILOT GENERATIVE AI:

Last Updated: June 10, 2024

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Training Objectives:

At the end of this training, you will be able to:

- Discover the world of Generative AI and understand the basics of how they work.
- Know the legal framework and understand the importance of data.
- Master the concept of "prompts" and know how to make them effective and appropriate.
- Implement simple and advanced prompts in Microsoft Copilot.
- Know and understand the limits and risks of generative AI.

Methods, Modalities, and Teaching Resources:

The training is delivered in-person (intra or extra) or remotely.

The trainer alternates between theory, demonstration, questioning, and practical exercises/simulations.

Depending on the training, the teaching resources used include:

- Trainer's Mac or PC computers, internet connection, whiteboard (if needed), projector.
- Course materials and exercises.
- Pre- and post-training evaluation questionnaire.

In the case of training at an external site, the client ensures and commits to having all the necessary resources for the smooth running of the training.

Prerequisites:

Proficiency with Microsoft 365 tools.



Target Audience:

Anyone needing or wanting to be sensitized or trained on these new technologies and work methods.

This training:

- Is led by a consultant trainer whose technical, professional, and pedagogical skills have been validated by a diploma and/or tested by Trusty Academy.
- Includes a follow-up of its execution by an attendance sheet signed by the trainees and the trainer each half-day.
- Includes a pre- and post-training questionnaire and a summary of the training sent 7 days after the session.
- Provides a training certificate at the end of the session.

Program:

Day 1:

09:00 - 10:30

1. Introduction to Generative AI

- A. Understanding weak and strong AI, Deep Learning, Machine Learning.
- B. History of Artificial Intelligence.
- C. Importance of data and legal framework.

10:30 - 13:00

2 . Introduction to Microsoft Copilot

- a. What is Copilot? How does it work?
 - Copilot for Bing
 - Copilot for Edge
 - Copilot for Windows



- b. When to use the different Copilot services?
- c. Pricing details
 - Microsoft 365
 - Office 365
- d. Account creation and Copilot installation.

14:00 - 14:45

3. Copilot for Windows

- a. Why choose Microsoft as an AI provider?
 - The power of GPT
 - Data protection
 - Greater security
- b. Current alternatives.

14:45 - 15:30

4 . Writing effective prompts

- a. General best practices
 - Providing examples
 - Avoiding ambiguities
 - Providing context
 - Being precise
 - Separating context from instruction



- b. Best practices on Microsoft 365 Copilot
 - Goal + Context + Expectation + Source
 - Creating reusable prompt templates.

15:30 - 16:30

4. Copilot for Office 365, practical cases:

- a. Summarizing content from video conferences on Teams.
- b. Practical Exercise: Writing a document on Word
- c. Practical Exercise: Generating a presentation on PowerPoint.
- d. Practical Exercise: Preparing emails on Outlook.
- e. Practical Exercise: Copilot on Excel
 - Generating formulas
 - Analyzing data
 - Producing charts
 - Cleaning data.

16:30 - 17:00

5. Conclusion and Recommendations

- a. Summary of acquired skills and best practices.
- b. The future of AI.
- c. Discussion on newsletters, podcasts, and creatives to follow to stay updated.
- d. Issuance of participation certificates and training evaluation.

6. Optional Day: One additional day of personalized use cases per person or per department.



Evaluation Methods:

- During the training, through productions.
- At the end of the training via an evaluation questionnaire.

Training Accessibility:

Trusty Academy is committed to facilitating access to its training programs for people with disabilities.