

Using AI tools and Copilot in Microsoft 365

Course code: AI_NS

The course "Using AI tools and Copilot in Microsoft 365" is intended for beginners who want to get acquainted with the possibilities of artificial intelligence in everyday office practice. Over three days, you will get a comprehensive overview of how AI tools such as Microsoft Copilot and ChatGPT can increase productivity and facilitate work in Microsoft Office applications (Excel, Word, PowerPoint, Outlook) and beyond. The course combines theoretical foundations, practical demonstrations and real-world scenarios for using these technologies. More than 30% of the course time is devoted to exercises for independent practice of the acquired skills.

Who is the course for

For all users who are interested in the topic of artificial intelligence.

What will we teach you

In the course, you will seriously get acquainted with the AI technology itself and with the use of this technology in various applications, including Microsoft Office.

Required entry knowledge

Common user skills

Course outline

Introduction to artificial intelligence and prompting

- Basic overview of artificial intelligence
- What is AI? History and development.
- Key terms: machine learning, NLP, generative AI.
- How is AI changing the way we work in the office and why should we pay attention to it?
- Rules for prompting and working with AI
- What is prompting and how to optimize it?
- Examples of well-formulated commands (best practices).
- Example of different approaches in ChatGPT and Microsoft Copilot.
- AI tools and their use
- Overview of AI tools.
- Differences between native Microsoft 365 features and external AI add-ons.
- Practical examples.

Advanced use of Copilot in MS Office

- Copilot in Excel
- Automation of data analysis (e.g. formula suggestions, quick graphs, table analysis).
- Advanced functions: predictive models, data cleaning with Copilot.
- Example of add-ons: ChatGPT for Excel.
- Copilot in Word
- Document creation: summaries, automatic text generation, formatting suggestions.
- Grammar and style checking.
- Practical scenarios: creation of contracts, reports, meeting minutes.
- Copilot in PowerPoint
- Automatic slide suggestions from text input.
- Generation of visually attractive presentations based on data and graphs.
- Editing existing presentations with the help of AI.
- Copilot in Outlook
- Smart email writing
- Effective mail management

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- Practical scenarios

Practical scenarios and differences between platforms

- Practical scenarios
- How to connect AI tools for workflow automation.
- Real-world examples:
 - Generating emails based on data analysis (Outlook).
 - Automated report creation in Excel and sharing them in Teams.
 - Creating complex presentations for clients.
- Comparison of AI platforms and tools
- Microsoft Copilot vs ChatGPT: when to use which tool?
- Final recap and discussion
- Course conclusion, questions and answers.
- Recommendations for further education and adaptation of AI tools.

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