

# Microsoft Word & Copilot workshop: AI playfully and creatively

Course code: MSCOP\_WD

In today's dynamic world, effective communication is the key to success. Microsoft Copilot 365 revolutionizes text creation with artificial intelligence to help you create, shorten and review texts faster and more accurately. This course is designed to show you the practical use of Copilot in Microsoft Word, with an emphasis on role playing in various professional situations. You will learn how to enter prompts into Copilot, adapt and edit texts according to specific needs and ensure their quality. This workshop is specially designed for those who want to make the most of the paid version of Microsoft Copilot 365 in Word. We will focus on the practical use of this tool with an emphasis on various professional situations. You will learn not only how to enter prompts in Copilot, but also, of course, how to adapt and edit presentations according to specific needs and use other advanced Word tools. Microsoft Office version 365 with Copilot is installed in the classroom. You don't have to arrange the license yourself. In this workshop, a lot of emphasis is placed on individual exercises. The range of independent exercises is at least 30 percent.

## For whom the course is intended

The course is designed for everyone who wants to use the power of artificial intelligence to creation of professional and high-quality texts. Whether you are a marketing specialist, project manager, teacher, or consultant, this course will show you how effectively use not only Copilot in your daily work, but also important Word tools for text formatting.

## Course Outline

- **Introduction and introduction to Microsoft Copilot 365**
- What is Microsoft Copilot 365 and what are its benefits.
- Overview of the main functions and tools in Word.
- **The basics of working with Copilot**
- What Copilot will do and what it will only advise.
- How to enter prompts into Copilot.
- **Role-play scenarios**
- Practical examples and tasks for different roles.
- How to use Copilot to improve your texts.
- Editing proposed texts: shortening, expanding, checking grammar and style.
- **Advanced techniques and tips**
- Personalization and optimization of results
- tools in Word, for editing style, content, cover page, etc.

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