

# Microsoft PowerPoint & Copilot workshop: AI hravě a kreativně

Course code: MSCOP\_PW

In today's fast-paced business world, staying one step ahead is key. Artificial intelligence and modern technology provide us with tools that can greatly facilitate our work and increase efficiency. Microsoft Copilot 365 is one such revolutionary tool that helps you create professional and impressive PowerPoint presentations faster and more efficiently than ever before. This workshop is specially designed for those who want to make the most of the paid version of Microsoft Copilot 365 in PowerPoint. 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 PowerPoint tools.

## For whom the course is intended

The course is designed for everyone who wants to use the power of artificial intelligence to creating professional and impressive presentations without wasting time. Either you are a marketing specialist, businessman, HR manager, lawyer, entrepreneur or teacher, this course will show you how to effectively use Copilot in your daily life work.

## Course Outline

**Introduction to Microsoft Copilot 365 in PowerPoint:** Familiarize yourself with the features and the possibilities of PowerPoint with an emphasis on the use of the integrated Copilot tool.

- What is Microsoft Copilot 365 and what are its benefits.
- An overview of the main features and tools in PowerPoint.

### The basics of working with Copilot

- How to enter prompts into Copilot.
- Tips and tricks for efficient work.

**Role-play scenarios** Practical examples and tasks for different roles

- **Marketing specialist:**
  - Creation of marketing campaigns, analysis market and data visualization.
- **Businessman:**
  - Creation of sales presentations, business offers and reports.
- **HR manager:**
  - Preparation of training, recruitment campaigns and internal communication.
- **Project Manager:**
  - Project planning, progress monitoring and presentation of results.
- **Financial analyst:**
  - presentation of financial reports and visualization trends.
- **Teacher:**
  - Preparation of educational materials, presentations for students and interactive lessons.
- **Product Manager:**
  - Creation of product presentations, roadmaps and comparative analyses.
- **IT specialist:**
  - Preparation of technical presentations, training for users and documentation.
- **Researcher:**
  - Presentation of research results and data visualization.
- **Area of law and consulting:**
  - Preparation of legal presentations, training and summaries of legislation.
- **Healthcare:**
  - Presentation and visualization of medical data, training and informing about procedures
- **Entrepreneur:**
  - Creating visualizations of business plans, investment presentations and market analyses.

#### GOPAS Praha

Na Strži 2097/63  
140 00 Praha 4 - Krč  
Tel.: +420 226 201 390  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 530 513 590  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 902 903 132  
[info@gopas.sk](mailto:info@gopas.sk)



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- **Public relations specialist:**
- Preparation of press conferences, public presentations and crisis communications.
- **Consultant:**
- Creation of advisory reports, presentations for clients and analyses.

## Advanced techniques and tips

- Personalization and optimization of results.
- Using data and graphs for better visualization.
- Editing designed presentations: inserting and editing images, creating animations and transitions.
- Working with a template and slide master
- Slide previews, video portrait, PowerBI in PowerPoint

Save, export, use images in others presentations

**GOPAS Praha**  
Na Strži 2097/63  
140 00 Praha 4 - Krč  
Tel.: +420 226 201 390  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 530 513 590  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 902 903 132  
[info@gopas.sk](mailto:info@gopas.sk)



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