Microsoft Copilot - AI in the Office

Course code: MSCOP1

In a one-day course Microsoft Copilot for Microsoft 365, we will guide you through all the applications where Copilot is currently available. Theoretically and practically, we will go through the Microsoft 365 suite and try out several scenarios focused on eliminating routine and increasing the efficiency of your work in these applications. We will be very happy if you also prepare some of your own scenarios that you actually solve in your company, so that we can come up with specific solutions tailored to you.

Who is the course for?

For anyone who wants to incorporate artificial intelligence into their work in the form of Microsoft Copilot. If you use

Microsoft 365, this course is for you.

Required entry skills

Common use of a computer and browser and at least basic knowledge of applications from the Microsoft 365 suite.

Study materials

Printed or electronic presentation.

Course outline

- Introduction to the functioning of artificial intelligence and the basics of prompting, or the theory necessary to work effectively not only with Copilot, getting to know the limits of AI and Copilot, comparing the capabilities of Copilot and ChatGPT
- Differences between Copilot, Copilot Pro and Copilot for Microsoft 365, or how to know which tool we are really working in, the difference between MSA and M365 account, security aspects with regard to the protection of company data
- Copilot Business Chat (in the browser and as a chatbot in Microsoft Teams, incl. Copilot Pages and Copilot Agents)
- Copilot files within OneDrive and SharePoint (or what is Microsoft Graph)
- Copilot in Microsoft Teams (in the chat, teams and meetings environment, plugins)
- Copilot in Outlook (creation, sorting and summarizing emails)
- Copilot in Word (creation of documents, editing and generating text)
- Copilot in Excel (data analysis, creation of graphs and visualizations, creation of complex formulas)
- Copilot in PowerPoint (creation of entire presentations and their parts, preparation of presentation templates for use with Copilot, animations, transitions, images)
- Copilot in OneNote, Loop, Whiteboard and PowerPages (working with notes, bulletin boards and websites)
- Copilot in Power Automate (creation of automations even for complete beginners)
- Copilot in OneDrive and SharePoint (file comparison, question set creation, and custom Copilot Agents on SharePoint)

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

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk

Copyright © 2026 GOPAS, a.s.,
All rights reserved