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.

Affiliate	Duration	Course price	ITB
Praha	1	5 900 Kč	0
Brno	1	5 900 Kč	0
Bratislava	1	250 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
20.11.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
02.12.2026	1	5 900 Kč	Online	CZ/SK	Online
02.12.2026	1	250 €	Online	CZ/SK	Online
04.12.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
15.12.2026	1	250 €	Presence	CZ/SK	GOPAS Bratislava
18.12.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
08.01.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
12.01.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
15.01.2027	1	5 900 Kč	Online	CZ/SK	Online
15.01.2027	1	250 €	Online	CZ/SK	Online
03.02.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
18.02.2027	1	250 €	Online	CZ/SK	Online
18.02.2027	1	5 900 Kč	Online	CZ/SK	Online
25.02.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
12.03.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
22.03.2027	1	250 €	Online	CZ/SK	Online
22.03.2027	1	5 900 Kč	Online	CZ/SK	Online
06.04.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
21.04.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
30.04.2027	1	5 900 Kč	Online	CZ/SK	Online
30.04.2027	1	250 €	Online	CZ/SK	Online
11.05.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
21.05.2027	1	250 €	Online	CZ/SK	Online
21.05.2027	1	5 900 Kč	Online	CZ/SK	Online
01.06.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
18.06.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha

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24.06.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
28.06.2027	1	250 €	Online	CZ/SK	Online
28.06.2027	1	5 900 Kč	Online	CZ/SK	Online
26.07.2027	1	5 900 Kč	Online	CZ/SK	Online
26.07.2027	1	250 €	Online	CZ/SK	Online
02.08.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
04.08.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
27.08.2027	1	250 €	Online	CZ/SK	Online
27.08.2027	1	5 900 Kč	Online	CZ/SK	Online
10.09.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
16.09.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
01.10.2027	1	250 €	Online	CZ/SK	Online
01.10.2027	1	5 900 Kč	Online	CZ/SK	Online
14.10.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
25.10.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
01.11.2027	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
11.11.2027	1	5 900 Kč	Online	CZ/SK	Online
11.11.2027	1	250 €	Online	CZ/SK	Online
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17.12.2027	1	250 €	Online	CZ/SK	Online
17.12.2027	1	5 900 Kč	Online	CZ/SK	Online

The prices are without VAT.

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)

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- 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)

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