

# 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
 13.10.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
03.11.2025	1	5 900 Kč	Online	CZ/SK	Online
03.11.2025	1	250 €	Online	CZ/SK	Online
14.11.2025	1	250 €	Presence	CZ/SK	GOPAS Bratislava
 18.11.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
27.11.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
04.12.2025	1	250 €	Presence	CZ/SK	GOPAS Bratislava
09.12.2025	1	5 900 Kč	Online	CZ/SK	Online
09.12.2025	1	250 €	Online	CZ/SK	Online
18.12.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha

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## 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)

**GOPAS Praha**  
Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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# Microsoft Copilot - AI in the Office

- 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**  
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[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)

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