Microsoft PowerPoint & Copilot workshop: AI playfully and creatively

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.

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
09.12.2024	1	5 900 Kč	Online	CZ/SK	GOPAS Praha online
09.12.2024	1	250 €	Online	CZ/SK	GOPAS Bratislava online
19.12.2024	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
14.01.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
04.02.2025	1	5 900 Kč	Online	CZ/SK	GOPAS Praha online
05.03.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
26.03.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
22.04.2025	1	5 900 Kč	Online	CZ/SK	GOPAS Praha online
12.05.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
05.06.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno

The prices are without VAT.

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

GOPAS®

- **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.
- **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