

Microsoft Word & Copilot workshop: AI playfully and creatively

Course code: MSCOP_WD

In today's dynamic world, effective communication is the key to success. Microsoft Copilot 365 revolutionizes text creation with artificial intelligence to help you create, shorten and review texts faster and more accurately. This course is designed to show you the practical use of Copilot in Microsoft Word, with an emphasis on role playing in various professional situations. You will learn how to enter prompts into Copilot, adapt and edit texts according to specific needs and ensure their quality. This workshop is specially designed for those who want to make the most of the paid version of Microsoft Copilot 365 in Word. 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 Word tools. Microsoft Office version 365 with Copilot is installed in the classroom. You don't have to arrange the license yourself. In this workshop, a lot of emphasis is placed on individual exercises. The range of independent exercises is at least 30 percent.

Affiliate	Duration	Course price	ITB
Praha	1	4 000 Kč	0
Brno	1	4 000 Kč	0
Bratislava	1	170 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
23.01.2025	1	4 000 Kč	Presence	CZ/SK	GOPAS Praha
03.02.2025	1	4 000 Kč	Online	CZ/SK	GOPAS Praha online
14.02.2025	1	170 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
06.03.2025	1	4 000 Kč	Presence	CZ/SK	GOPAS Brno
27.03.2025	1	4 000 Kč	Presence	CZ/SK	GOPAS Praha
17.04.2025	1	4 000 Kč	Online	CZ/SK	GOPAS Praha online
25.04.2025	1	4 000 Kč	Online	CZ/SK	GOPAS Praha online
25.04.2025	1	170 €	Online	CZ/SK	GOPAS Bratislava online
13.05.2025	1	4 000 Kč	Presence	CZ/SK	GOPAS Praha
06.06.2025	1	4 000 Kč	Presence	CZ/SK	GOPAS Brno
17.06.2025	1	170 €	Presence	CZ/SK	GOPAS Bratislava prezenčne

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 creation of professional and high-quality texts. Whether you are a marketing specialist, project manager, teacher, or consultant, this course will show you how effectively use not only Copilot in your daily work, but also important Word tools for text formatting.

Course Outline

- Introduction and introduction to Microsoft Copilot 365
- What is Microsoft Copilot 365 and what are its benefits.
- Overview of the main functions and tools in Word.
- The basics of working with Copilot
- What Copilot will do and what it will only advise.

GOPAS Praha
Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



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- How to enter prompts into Copilot.
- **Role-play scenarios**
- Practical examples and tasks for different roles.
- How to use Copilot to improve your texts.
- Editing proposed texts: shortening, expanding, checking grammar and style.
- **Advanced techniques and tips**
- Personalization and optimization of results
- tools in Word, for editing style, content, cover page, etc.

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