

Boost your professional efficiency with Microsoft 365 Copilot

GOALS

In the dynamic world of finance, Microsoft 365 Copilot offers an innovative breakthrough in customer interaction and service. This advanced language model technology enables financial institutions to interact with their customers in new ways and increase operational efficiency.

Learning how to use Microsoft 365 Copilot opens up a world of possibilities for effective communication, language processing, and problem-solving. Copilot is designed to help you increase your productivity and streamline your workflows using the power of artificial intelligence.

The objectives of this training are:

- understand the basics of how Microsoft 365 Copilot works;
- use Copilot for everyday tasks;
- formulate effective questions to get relevant answers;
- common pitfalls to avoid when interacting with Copilot.

SUMMARY

Category:

- Personal development

Difficulty level:

Basic

Certification type:

In class training

Price:

- Member: € 550.00
- Non member: € 650.00
- Partner BZB: € 550.00
- Incompany: custom tailored, prices on demand

INTENDED AUDIENCE

The training course can be followed by anyone who wants to learn the basics of the Microsoft 365 Copilot concept.

FOREKNOWLEDGE

Personal development training: this training requires no prior knowledge of Microsoft 365 Copilot, but does require a basic knowledge of Excel, Word, PowerPoint, Teams, OneNote, and Outlook.

CONTENT

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- Introduction to Microsoft 365 Copilot and the overall concept of the AI assistant
- Copilot in Excel
 - Analyze, explore, and synthesize your data in a blink
 - Integrate numerical data into a written report
- Copilot in Word
 - Write, edit, summarize, and create texts in seconds
 - Easily insert attractive visuals into your documents
- Copilot in PowerPoint
 - Transform your ideas into stunning presentations
 - Convert your Word files into PowerPoint presentations
- Copilot in Teams
 - Organize more effective meetings, stay informed about conversations, structure key discussion points, and summarize main actions so that the entire group knows what to do next.
 - Get a summary of your meeting or the points discussed before your arrival
 - Simultaneously view the translation of the presenter's presentation in the language of your choice
 - Use Business Chat to access all your company's data
- Copilot in OneNote
 - Create lists and organize your information in attractive formats
- Copilot in Outlook
 - Compose and send emails using Copilot
 - View and copy email summaries
 - View unanswered emails
- Bing Business Chat
- Tips and tricks

PRACTICAL INFORMATION

- **Duration:** 1 day of training (6 class hours)
- **Hours:** 09:00 to 17:00
- **Location:** Febelfin Academy: Phoenix building, Koning Albert II-laan/Boulevard du Roi Albert II 19, 1210 Brussels
- **Language:** This training will be given in English
- **Tools:** you have an installed version Microsoft 365 Copilot Pro or Business on your PC

METHODOLOGY

You follow a **'Classroom training'** in a group. You, the other participants and the teacher are all present in the same classroom at an agreed time. There is an opportunity for interaction and feedback, both from the participants to the teacher and vice versa. The teaching material consists as a basis of a presentation via the MyFA learning platform, supplemented with various other items such as digital syllabus, presentation, audiovisual fragments, etc.

Training material: PowerPoint presentation (in English)