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**Training**

# Artificial intelligence (AI) and Copilot



## Training

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## Training plan

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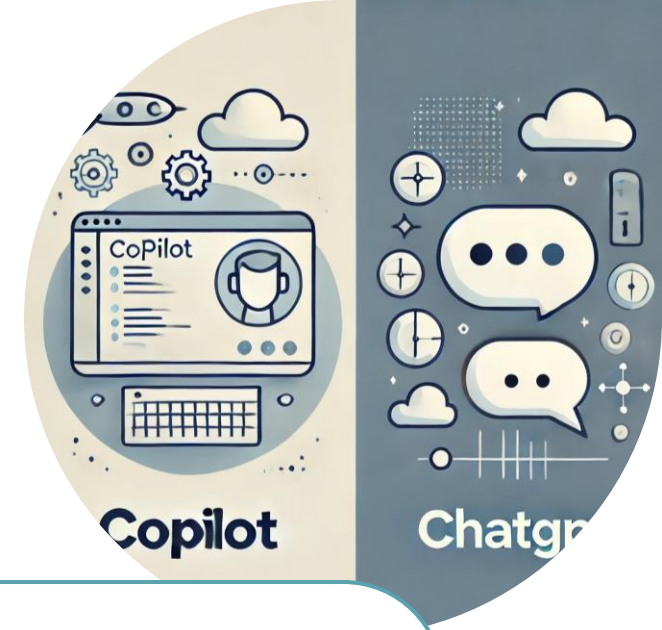
# 1- Introduction

Comparison of Copilot and  
ChatGPT



# 1.1-Comparison

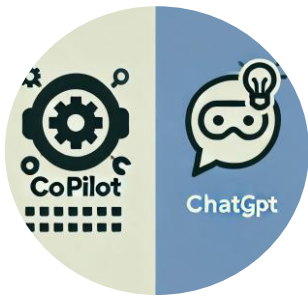
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Microsoft Copilot integrates profoundly with Microsoft 365 productivity tools, enabling users to generate documents, analyze data, and collaborate effectively.



ChatGPT is not integrated into the documents themselves. Depending on the case, you will need to upload the file or transcribe the contents of the document. The interface remains textual rather than graphical.



# 1.1-Comparison

		Copilot Embedded in the document	GPT 4o Transcription or upload		Copilot Embedded in the document	GPT 4o Transcription or upload	
Available	✓	<b>Help in Writing Word Documents</b>		<b>Generating Creative Ideas with PowerPoint</b>			
		Change style	✓	!	PowerPoint presentation creation	✓	!
		Summarize text	✓	!			
Available but requires more effort	!	Translate text	✓	!	<b>Meeting Assistants and Notes with Teams</b>		
		<b>Data Analysis in Excel</b>		Automatic summary	✓	✗	
		Analyze data sets	✓	!	To-do list from conversation	✓	✗
		Create a Pivot Table	✓	!	Suggestion for follow-up based on discussions in the meeting	✓	✗
		Formula generation	✓	!	<b>Information Security and Confidentiality</b>		
Not available	✗	Creating a graph according to the context	✓	!	Integrated into the secure environment of Microsoft 365	✓	✗
		<b>Project Planning with Microsoft Project</b>		<b>Cost (sept 2024)</b>			
		Identify priority tasks	✓	✗	Monthly subscription	30 \$	Free or 20\$



## 1.2-Determine the objective

Copilot availability per plan				
Applications	Included by default	Microsoft 365 subscription	Office 2021 and before	Other subscriptions (ex. GitHub, Azure, etc.)
Windows 11 (v 22H2 and after)	✓			
Microsoft Edge	✓			
Word		✓	✗	
Excel		✓	✗	
PowerPoint		✓	✗	
Outlook		✓	✗	
Teams		✓	✗	
OneNote		✓	✗	
Power BI		✓	✗	
GitHub Copilot				\$10/month or according to the chosen plan
Azure Copilot				Varies depending on Azure services
Visual Studio Code				\$10/month with GitHub Copilot

## 2- Start with Copilot



# Prerequisites



## Prerequisites for installing Copilot

### Microsoft Account

You must have an active Microsoft account (personal, work or school account).

### Operating System

Windows 10 or more recent

### Browser

Microsoft Edge or Google Chrome for Microsoft Copilot web integrations.

### Internet Connection

A stable connection is required for Copilot to work, as it is cloud-based.

### Microsoft 365 Subscription

You must have a Microsoft 365 subscription that includes access to Copilot.

### For Development

If you're using GitHub Copilot (for code development), you must have an active GitHub Copilot subscription or access to a free trial.

You will need a code editor like Visual Studio Code, Neovim, or JetBrains IntelliJ IDEA if you are using Copilot for development.



# Installation

## How to install Microsoft Copilot (Microsoft 365 Copilot)

### Microsoft 365 Subscription

Make sure you have a Microsoft 365 Enterprise or similar subscription that includes Copilot (licenses vary by Microsoft offering).

### Updating Office Applications

Make sure your Microsoft 365 apps (Word, Excel, etc.) are up to date  
Open one of your Microsoft 365 apps (like Word) and click  
File > Account > Update options.

### Access Copilot

If your subscription includes Copilot, it will be **automatically enabled** in compatible Microsoft 365 apps (Word, Excel, PowerPoint, etc.).  
Open an app like Word or Excel: You'll see a "Copilot" icon or tab in the app's menu bar.

### Use Microsoft Copilot

Click the Copilot icon or tab to start giving it commands.

# Installation VS Code



## How to install Copilot (GitHub Copilot for code)

### Installation in Visual Studio Code

#### Download Visual Studio Code

If you haven't already, download and install Visual Studio Code from the official website.

#### Open Visual Studio Code

Launch Visual Studio Code.

#### Access Extensions

Click the Extensions icon in the sidebar (or use the shortcut Ctrl + Shift + X).

#### Search for the GitHub Copilot Extension

In the extensions search bar, type "GitHub Copilot".

#### Install the GitHub Copilot Extension

Click "Install" to add the extension to Visual Studio Code.

#### Connect to GitHub

After installation, you will be prompted to sign in to your GitHub account. A web page will open to authorize Visual Studio Code to access GitHub.

#### Activate Copilot

Once connected, you'll see Copilot suggestions in your code editor. It will start suggesting auto-completions as you write.

# Structure a command

Artificial Intelligence (AI) and Copilot



# Structure a command

- 2.1) Define the objective
- 2.2) Provide the context
- 2.3) Formulate the action to be taken

- 2.4) Specify the expected format
- 2.5) Challenge the answers

## 2.1-Define the objective

Clearly define what you want

Get an answer to a specific question

Create a document

Solve a technical issue

Example

- Change the format of the email to be more formal
- Correct the document by emphasizing inconsistencies
- etc...

## 2.2-Provide the context

Provide all relevant information

The level of detail  
desired

The area  
concerned

Any specific  
constraint

**Example**

Validate this report. The formulas are in the spreadsheet and the parameters (named fields) are in the parameters sheet. Make sure the data is valid from one period to the next.

## 2.3-Formulate the action to be taken

Be specific in the request

For a summary

Indicate type and length

For an  
explanation

Specify the level of complexity

Order rather  
than a question

Check for errors  
Can you check... do you know... etc.

Example

- This email is my first draft. Please review it and suggest any improvements.

## 2.4-Specify the expected format

### Specify the expected response format

- List
- Paragraph
- Number of lines
- Number of pages
- Concise or elaborate sentence

### Example


- Summarize what is AI in six points.

## 2.5-Challenge the answers

Reformulate the command in other words.



Resubmit the order specifying to check on the Internet if the documentation has changed since the end of its training.



Have it create a control sheet using other functions to obtain the results and compare the 2 reports.

# 3- Practical cases with Microsoft Office

Copilot can also be used with



Excel



Outlook



Word



PowerPoint

# 4- Other practical cases

Copilot can also be used with



Microsoft Teams



Web Browser



Power Automate



Microsoft Form

# 5- Security with Copilot



# Security Management with Microsoft 365 Copilot

## **Sensitive Data Control**

- Microsoft Copilot in 365 accesses your documents, emails, and files to offer suggestions. It's crucial to protect sensitive data.

## **Using Document Classification Labels**

- This ensures that only certain users or services, including Copilot, can access documents based on their classification (public, confidential, etc.).

## **Configure Security Audits and Logs**

- To monitor the use of Copilot in your organization and detect suspicious behavior.

## **Set Up Role-Based Access (RBAC)**

- Copilot should only have access to the information necessary to provide its services.

## **Securing Emails with Microsoft Copilot**

- Copilot's automatic suggestions in Outlook may contain sensitive information, so avoid accidentally sending confidential information.

# General Good Practices

**Security Awareness:** Train your teams to check Copilot suggestions and not blindly accept them, especially for critical projects or sensitive information.

**Continuous Monitoring:** Set up active monitoring of Copilot activities in your organization and configure alerts for unusual behavior.

# 6- Copilot Studio



# Quality Control

## Objective

Ensuring that dietary supplement bars meet quality and food safety standards at every stage of production before distribution.



### 1. Raw Materials Control

1.1 Reception of Ingredients

1.2 Storing Ingredients



### 2. In-Production Control

2.1 Mixing and Preparation

2.2 Making the bars

2.3 Cooking or Processing



### 3. Post-Production Control

3.1 Packaging

3.2 Finished Product Storage



### 4. Specific Controls

4.1 Microbiological Tests

4.2 Nutritional Tests



### 5. Traceability and Management of Non-Conformities

5.1 Traceability

5.2 Management of Non-Conformities



### 6. Staff Training and Awareness

6.1 Training

6.2 Internal Audit

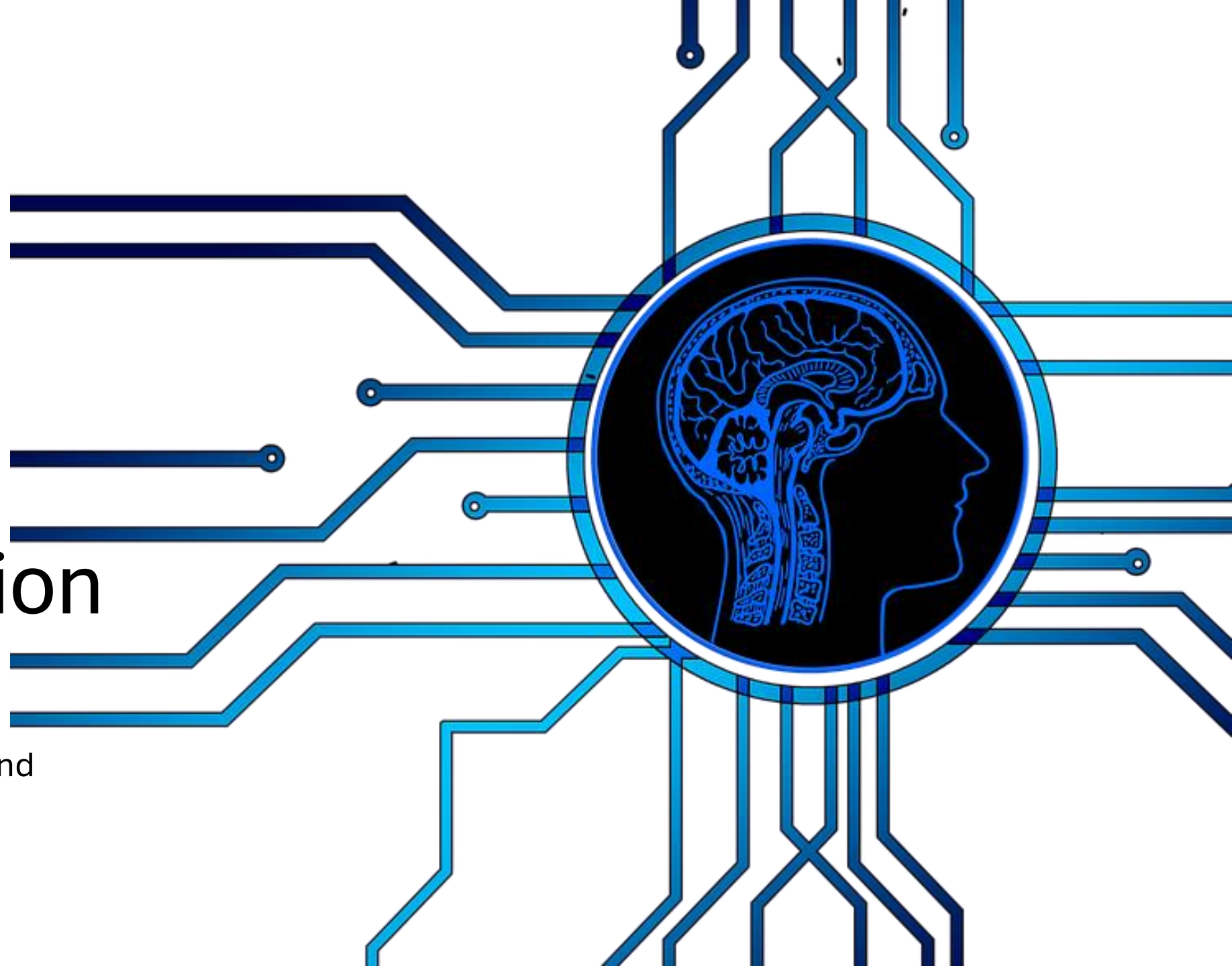


### 7. Revisions and Updates of Procedures

7.1 Periodic Reviews

# 7-Conclusion

Artificial Intelligence (IA) and  
Copilot



# Conclusion



Tool that improves productivity.

Still needs supervision.



Instructions in human language.

Intuitive and user-friendly.



Built-in security with Microsoft 365.

Microsoft Information Protection (MIP)  
Azure Active Directory



Transforms the way tasks are accomplished.

Strategy that takes this transformation into account.  
Training for maximum use.



Personalized training and centralized data.

Can integrate file data with emails, for example.