

Copilot Tools Application for Working Efficiency

Copilot 赋能解锁办公提效新密码

Find the chinese version below

请参阅下方中文版本

【Course Objectives】

Establish a new understanding of AI-powered productivity: Grasp how AI transforms workplace operations and identifies pathways for personal skill advancement

- Master efficient prompting techniques: Learn to direct AI through conversational interactions to accomplish real-world work tasks
- Master Copilot's core capabilities: Seamlessly execute search, summarization, analysis, generation, and translation
- Deeply integrate Copilot in Office: Significantly boost efficiency in documents, spreadsheets, and presentations
- Develop foundational automation thinking: Use AI to batch-process and streamline common office tasks

【Software Versions】

Copilot Web + Copilot for Microsoft 365

【Course Outline】

- I. **Exploring AI: The Guide to the Intelligent New Era**
 1. The Impact of AI on Workplace Operations
 2. Overview and Core Advantages of the Copilot Platform
 - Integration of Copilot with the Office 365 Ecosystem
 - Core Advantages of Copilot for the Web
 3. AI Capability Model for Intelligent Office Professionals
- II. **AI Prompt Design: Unlocking the Ability to Communicate with AI**
 1. Essential Components of Effective Prompts

2. Clarifying AI Prompts: The SMART Principle
3. Structuring AI Prompts: Role-Task-Specification\
4. Professionalizing AI Prompts
 - Simulation Method (Having AI Play the Role of an Expert)
 - Inquiry Method (Gradually Approaching Satisfactory Outcomes)

III. Key Features of Copilot Large Model Web Version

1. Search and Q&A
 - Generate Tables
 - Follow-up Questions
2. Document Analysis and Q&A
3. Document Translation
4. Image Text Recognition
5. Table Calculation (ID Number Calculation)
 - Display calculation results
 - Display Excel Formulas
 - Explain Excel formula
6. Program code

IV. Key Features of Copilot Large Model Office Edition

1. Word Scenarios: Intelligent Document Creation
 - Quickly generate document structures (notices, proposals, reports, summaries)
 - Content expansion, compression, and rewriting
 - Unify tone and style
 - Batch formatting adjustments
 - Document translation and bilingual version generation
2. Excel Scenarios: AI-Driven Data Analysis
 - Generating Formulas Using Natural Language
 - Rapid Data Statistics and Summarization
 - Data Cleaning and Format Standardization

- Generating Charts and Simple Analytical Conclusions
- Assisting in Understanding Others' Spreadsheet Logic

3. PowerPoint Scenarios: Efficient Presentation Design

- One-click generation of PPT outlines and storylines
- Page Structure and Title Optimization
- Image placement and layout suggestions
- Automatically generate presentation notes

V. Copilot: Smart Reporting for the Workplace

1. Examples of Commonly Disorganized Business PPT Structures

2. Classic Logical Structure for Business Presentations

- Pyramid Principle: Building Clear and Understandable Frameworks
- SCQA Model: Capturing Audience Attention
- PREP Model: Ensuring Single-Slide Presentations Convey Clear Messages
- STAR Model: Structured Presentation of Projects and Outcomes
- AIDA Model: Designing a Persuasive Marketing Path

3. AI-Powered Logic Diagnosis and Optimization

VI. Copilot: Advanced Office Automation and Efficiency

1. AI + VBA Code for Batch Processing of Office Documents

- Automatically Collect Excel Reports
- Automatic Excel Report Splitting

2. Intelligent Code Visualization

Visualization via HTML Code

- Create intelligent charts with Mermaid code
- Intelligent visualization for managing analytical models

3. Batch Document Processing with BAT Scripts

- Batch Identification of Specified Information in Documents
- Writing BAT code
- Batch Renaming Document Reports with BAT Scripts

【课程目标】

- 建立AI办公新认知：理解 AI 对职场办公方式的改变与个人能力升级路径
- 掌握高效提示词能力：学会用“对话”方式指挥 AI 完成真实工作任务
- 熟练使用 Copilot 核心能力：搜索、总结、分析、生成、翻译一体化完成
- 深度应用 Copilot in Office：显著提升文档、表格与演示效率
- 初步掌握自动化思维：用 AI 批量化、流程化处理常见办公任务

【软件版本】

Copilot Web + Copilot for Microsoft 365

【课程大纲】

一、探索 AI：智能新时代的引路者

1. AI 对职场办公方式的影响
2. Copilot平台概述与核心优势
 - Copilot for the Web的核心优势
 - Copilot与Office 365的生态整合
3. 智能办公人员的 AI 能力模型

二、AI的应用提示词：解锁与 AI 沟通的能力

1. 有效提示词的构成要素
2. AI提示词清晰化：SMART原则
3. AI提示词结构化：角色-任务-规范

4. AI提示词专业化

- 模拟法（让 AI 扮演专家）
- 追问法（逐步逼近满意结果）
- 一对一辅导式提问

三、Copilot大模型网页版的主要功能

1. 搜索和问答

- 输出表格
- 继续追问

2. 文档分析和问答

3. 文档翻译

4. 识别图片文字

5. 表格计算（身份证号计算）

- 显示计算结果
- 显示Excel公式
- 解释Excel公式

6. 程序代码

四、Copilot大模型Office版的主要功能

1. Word场景：智能化文档创作

- 快速生成文档结构（通知、方案、报告、总结）
- 内容扩写、压缩与改写
- 语气与风格统一
- 批量格式调整
- 文档翻译与双语版本生成

2. Excel场景：AI驱动的数据分析

- 用自然语言生成公式
- 快速统计与汇总数据
- 数据清洗与格式规范
- 生成图表与简单分析结论
- 辅助理解他人表格逻辑

3. PowerPoint场景：高效演示设计

- 一键生成 PPT 大纲和故事线
- 页面结构与标题优化
- 配图与版式建议
- 自动生成演讲备注

五、Copilot 职场办公智能汇报

1. 常见商务PPT的结构混乱示例

2. 经典商务汇报逻辑结构

- 金字塔原理：构建清晰易懂的框架
- SCQA模型：抓住听众注意力
- PREP模型：让单页幻灯片观点明确
- STAR模型：结构化展示项目与成果

- AIDA模型：设计营销说服路径

3. AI智能逻辑诊断和优化

六、 Copilot 办公自动化与效率进阶

1. AI+VBA代码批量办公文档处理

- 自动收集Excel报表
- 自动拆分Excel报表

2. 智能代码可视化

- 用HTML代码实现可视化
- 用Mermaid代码制作智能图表
- 管理分析模型的智能可视化

3. BAT脚本批量文档处理

- 批量识别文档指定信息
- 编写BAT代码
- BAT 脚本批量重命名文档报告