

SUPERCARGE YOUR BUSINESS APPS

EXPERIENCE WITH COPILOT FOR MICROSOFT 365

COP-101

Duration: 1 day; Instructor-led | Virtual Instructor-led

WHAT WILL YOU LEARN

This course will introduce you to the features and benefits of Copilot, an AI-powered assistant that helps you create, edit, and enhance content across Microsoft 365 applications. You will learn how to use Copilot in Word, PowerPoint, Outlook, Excel, OneNote, Teams, and Forms, and how to interact with Copilot through chat. You will also discover how Copilot can help you save time, improve quality, and gain insights from your data and documents.

AUDIENCE

This course is designed for anyone who wants to leverage the power of AI to boost their productivity and efficiency in Microsoft 365. Whether you are a beginner or an advanced user, you will find Copilot to be a valuable and versatile tool for your everyday tasks.

COURSE OBJECTIVES

- Identify the main features and benefits of Copilot for Microsoft 365.
- Use Copilot in Word to draft and transform content, chat with Copilot, and create summaries.
- Use Copilot in PowerPoint to create and enhance presentations, add slides and images, summarize presentations, organize presentations, and integrate branding.
- Use Copilot in Outlook to draft email messages, summarize email threads, and receive email coaching.
- Use Copilot in Excel to identify insights, sort and filter data, and generate formula columns.
- Use Copilot in OneNote to summarize notes, create to-do lists, plan projects, rewrite text, and chat with Copilot.
- Use Copilot in Teams to improve meeting experiences, use Copilot without meeting recordings, and integrate Copilot in chat and channels.
- Use Copilot in Forms to create and analyze forms, and receive insights and suggestions.
- Use Copilot for Microsoft 365 Chat to catch up on information, create content, and ask questions.

COURSE CONTENTS

Module 1: Introduction To Copilot For Microsoft 365

- Copilot overview and functionality.
- Benefits of using Copilot for Microsoft 365.
- Accessing and activating Copilot in different applications.
- Customizing and managing Copilot settings and preferences.

Module 2: Copilot In Word

- Drafting and adding content in Word with Copilot.
- Transforming content into tables, lists, or other formats with Copilot.
- Chatting with Copilot to ask questions or get clarifications about your document.
- Creating summaries of your document or sections with Copilot.

Module 3: Copilot In PowerPoint

- Creating new presentations based on prompts with Copilot.
- Adding slides or images to your presentation with Copilot.
- Summarizing your presentation or slides with Copilot.
- Organizing your presentation effectively with Copilot.
- Integrating your organizational branding in your presentation with Copilot.

Module 4: Copilot In Outlook

- Drafting email messages based on context with Copilot.
- Summarizing email threads for quick understanding with Copilot.
- Receiving guidance on tone, style, and clarity of your email messages with Copilot.

Module 5: Copilot In Excel

- Getting started with Copilot in Excel.
- Identifying insights within your data with Copilot.
- Sorting and filtering your data with Copilot.
- Generating formula columns with Copilot.

Module 6: Copilot In OneNote

- Summarizing your OneNote notes with Copilot.
- Creating to-do lists in OneNote with Copilot.
- Planning projects in OneNote with Copilot.

- Rewriting text in OneNote with Copilot.
- Chatting with Copilot to explore your notes and answer research questions.

Module 7: Copilot In Teams

- Using Copilot in Teams meetings to enhance your meeting experience.
- Using Copilot in live Teams meetings without recording.
- Integrating Copilot functionalities within Teams chat and channels.

Module 8: Copilot In Forms

- Creating and enhancing forms with AI assistance from Copilot.
- Analyzing form responses with AI-powered insights from Copilot.
- Receiving suggestions and recommendations to improve form engagement from Copilot.

Module 9: Copilot For Microsoft 365 Chat

- Using Copilot for Microsoft 365 Chat to boost your productivity.
- Using Copilot to quickly catch up on information across Microsoft 365 applications.
- Using Copilot to create content effectively with AI assistance.
- Using Copilot to ask questions and receive accurate answers from Copilot.