

MICROSOFT 365 WITH COPILOT

Explore all the capacity of Copilot for Microsoft. Generate content, automate tasks for efficiency and gain data insights in Word, Excel, Outlook, PowerPoint and Teams.



Prerequisites

No prior AI knowledge is required. Basic familiarity with Microsoft 365 products including Word, Excel, PowerPoint and Outlook is beneficial.

Expected outcomes

- Discover how to use Copilot integration inside Microsoft 365's suite of tools
- Explain the difference between Copilot Chat and Copilot app integrations
- Write efficient and effective prompts to generate content for files, emails and other business documentation using Copilot in Word
- Generate compelling presentations in PowerPoint with the aid of Copilot
- Analyse Excel data with Copilot to gather insights and perform calculations
- Summarise conversations and emails and improve email content with Copilot in Outlook
- Gain insights into meetings via Copilot for Teams
- Effectively summarise OneNote pages using Copilot

Introduction to Copilot for Microsoft 365

- What is Copilot for Microsoft 365?
- Copilot chat vs Copilot Integration
- Implementing Copilot
- Security & Privacy
- Limitations and evolution of Copilot

Copilot Chat (in the Browser)

- Writing effective prompts
- Reviewing responses
- Using Copilot chat via the sidebar of Microsoft 365 Applications

Copilot in Word

- Word Desktop vs Word Online
- Create a new document from scratch with Copilot
- Modify an existing document with Copilot
- Analyse an existing document with Copilot
- Format a document with Copilot
- Transforming a document to an email with Copilot

Copilot in Excel

- Considerations for using Copilot in Excel
- Writing formulas with the help of Copilot
- Formatting with Copilot
- Use Copilot to analyse data
- Gain insights into data using Copilot

Enhancing PowerPoint presentations with Copilot

- Create a new presentation from a document with Copilot
- Add a new slide with Copilot
- Create a new presentation from scratch
- Formatting with Copilot
- Organising a presentation using Copilot
- Analyse the presentation with Copilot

Copilot in Outlook

- Considerations for using Copilot in Outlook
- Drafting an Email with Copilot Review and modify results

- Regenerate sentences
- Coaching by Copilot to review tone, reader sentiment and clarity of an email
- Summarise email conversations with Copilot

Copilot in Teams

- Requirements for using Copilot in Teams
- Summarise a meeting transcript with Copilot
- Review meeting actions and open items with Copilot
- Use Copilot to draft your comments in chats and channels

Copilot in OneNote

- Summarise OneNote notes with Copilot
- Create a to do list from OneNote using Copilot
- Create a project plan with OneNote using Copilot

Who should attend

This course is aimed at anyone who uses Microsoft's suite of products who is keen to learn about the integrated AI in Copilot to help improve productivity, improve workflows, improve writing, data analysis, summarisation and design of documents.

From data entry operators to CEO, this course is for you.