

Introduction to Microsoft 365 Copilot

Course Code

SSA4027

Duration

0.3 Day

Format

Classroom | Virtual

Overview

Microsoft 365 Copilot applies the power of AI to boost productivity, unlock creativity, and help users understand information better with a simple chat. Microsoft 365 Copilot integrates seamlessly with the Microsoft 365 suite, including applications like Teams, Word, Outlook, PowerPoint, Excel, and more to elevate productivity, creativity and collaboration in the workplace.

This course is designed to introduce business users to Microsoft 365 Copilot. The aim is to provide a comprehensive understanding of how Microsoft 365 Copilot can be used to enhance productivity, creativity and collaboration within the Microsoft 365 suite. The course will cover the basics of Microsoft 365 Copilot, followed by examples of using Microsoft 365 Copilot with Teams, Outlook, Word, Excel, and PowerPoint.

Objectives

By the end of the course, participants will be equipped to leverage Microsoft 365 Copilot's capabilities to enhance productivity, collaboration, and efficiency in their daily tasks.

Content

Lesson 1: Introducing Microsoft 365 Copilot • What is Microsoft 365 Copilot? • The Microsoft 365 Copilot requirements • The Art of Prompting • Copilot in Microsoft Edge

Lesson 2: Using Copilot with Teams • Overview of Copilot in Teams

Lesson 3: Using Copilot with Outlook • Overview of Copilot in Outlook • Summarise Emails • Draft Emails • Coach by Copilot

Lesson 4: Using Copilot with Word • Overview of Copilot in Word • Draft New Content • Transform Existing Content • Summarise Content

Lesson 5: Using Copilot with PowerPoint • Overview of Copilot in PowerPoint • Create a Presentation from Scratch • Summarise a Presentation • Create a Presentation from a Word Document

Lesson 6: Using Copilot with Excel • Overview of Copilot in Excel • Calculate Columns • Apply Conditional Formatting • Analyse Data

Who Should Attend

This course is designed for business users who wish to understand the basics of Microsoft 365 Copilot.

Prerequisites

Delegates should be familiar with Microsoft Word, Excel, PowerPoint, Outlook and Teams.

Delegates should have a Copilot Subscription for hands-on practice. However, the free version of Copilot is available on Microsoft Edge and can be used for part of the training.