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Let's Reach For Excellence!

Empowering Productivity with Microsoft 365 Copilot

Duration: 01 day

This one-day course is composed of two parts - Getting started with Copilot for Microsoft 365 and Empower your workforce with Copilot for Microsoft 365 Use Cases.

The first part of the course introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts.

The second part of this training content is really the heart of this course. Students perform a series of hands-on exercises involving seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and so on) to complete a series of common business-related tasks pertaining to each Use Case. To complete the Use Case exercises in this course, each student must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Copilot for Microsoft 365. Each student must also have a Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises.

AUDIENCE PROFILE

Business users, Administrators, Consultants, Team Leaders…

REQUIREMENTS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- **Copilot Pro** or **Copilot for Microsoft 365 license** (paid version)

WHAT YOU WILL LEARN

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Empower your workforce with Copilot for Microsoft 365 Use Cases: Executives, Sales, IT, Marketing, Finance, HR, Operations, Challenge.

COURSE OUTLINE

Module 1: Introduction to Microsoft 365 Copilot

- Overview of Microsoft 365 Copilot
- How Copilot works across Microsoft 365 apps
- Core components and architecture
- Responsible AI principles by Microsoft

Module 2: Building Effective Prompts

- Best practices for prompt engineering
- Understanding work-grounded vs. web-grounded data
- Using Copilot Chat for cross-app productivity

Module 3: Drafting and Presenting with Copilot

- **Word**: Draft, edit, and refine documents
- **PowerPoint**: Create engaging presentations from scratch
- *Hands-on Exercise: Build a presentation and document using Copilot*

Module 4: Analyzing and Collaborating with Copilot

- **Excel:** Summarize, analyze, and visualize data
- **Teams**: Enhance collaboration in chats and meetings
- **Outlook**: Draft emails, manage meetings, and streamline communication
- Other M365 apps: Forms, Whiteboard, Loop….
- *Hands-on Exercise: Use Copilot across Excel, Teams, and Outlook*

Module 5: Use Case Deep Dive

- Explore Copilot in real-world business scenarios across departments:
- Executives
- Sales
- Marketing
- Finance
- IT
- HR
- Operations
- Communications
- Customer Service
- Legal
  Each use case includes task-based exercises using Word, PowerPoint, Outlook, etc.

Wrap-Up & Q&A

- Recap of key learnings
- Discussion on extending Copilot capabilities
- Best practice sharing
- Resources for continued learning