Microsoft Copilot 365 Overview

Course Aim

This course is designed for anyone who regularly creates content using everyday software applications like Word, PowerPoint, Outlook, Teams, OneNote or Excel and could benefit from Copilot's assistance with content creation.

What you'll learn:

- Learn what Copilot can and can't do.
- Use Copilot to help you create content for common tasks like writing emails, Word documents, Excel formulas, PowerPoint presentation content and much more.
- Learn how to phrase questions for the best results.

Course Prerequisites

No previous experience with Copilot is required.

Some basic PC or Mac keyboard and mouse skills are beneficial but not required for this course.

Course Duration:

Half Day

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

Course Topics:

Introduction to Copilot
- Overview of M365 Copilot
- Key Features and Benefits
- Accessing Copilot
- Microsoft Graph

Getting Started with Copilot
- Setting Up Copilot
- Navigating the Interface
- Basic Commands and Functions
- Follow-up interactions
- Prompt References to files, people or meetings
- Customising Settings and Preferences

Search the Web
- Simplify Internet Research
- Transform Responses
- Generate Images

Office 365 Application Integration

Microsoft Word
- *Copilot Panel*
- *Draft by Copilot*
- *Generating Outlines*
- *Grammar and Style Suggestions*
- *Summarising Content*
- *Rewriting Contents*

Microsoft Outlook
- *Get Ready for your Day*
- *Writing Email Messages*
- *Email Drafting*
- *Email Tone & Length*
- *Response Suggestions*
- *Scheduling*
- *Email Thread Summarisation*
- *Coaching by Copilot*

Microsoft Excel
- *Writing Excel Formulas and Functions*
- *Add Calculated Columns*
- *Data Analysis*
- *Summarise Data*
- *Debugging Assistance*
- *Data Cleaning*
- *Assist with Conditional Formatting*
- *Generate Code Snippets*

Microsoft PowerPoint
- *Creating Presentations*
- *Design suggestions*
- *Speaker Notes*
- *Content Generation*
- *Generate images*

Microsoft Teams
- *Summarise Meetings*
- *Ask Questions during Meetings*
- *Prepare for Meetings*

OneNote
- *Summarise Sections*
- *Summarise Pages*
- *Create To-do lists*
- *Analyse Ideas*
- *Create new content*

Best Practices
- How to Maximise the Benefits of Copilot
- Tips for Troubleshooting Copilot Issues