# Enhancing Productivity with Copilot in PowerPoint, Teams, and Copilot Studio

*This course is designed to empower users to maximize productivity with Microsoft Copilot in PowerPoint, Teams, and Copilot Studio. Participants will learn how to streamline presentation creation, improve collaboration, and automate workflows. The course provides in-depth training on leveraging Copilot's capabilities in PowerPoint and Teams for efficient communication and content creation, while offering a high-level introduction to Copilot Studio for custom workflow automations. By the end of this course, participants will be equipped to use Copilot to enhance daily tasks, foster collaboration, and optimize productivity.*

### Required Prerequisites

- Basic proficiency with Microsoft 365 applications (PowerPoint, Teams, etc.).
- Familiarity with Microsoft Teams for chat, meetings, and collaboration.
- Understanding of presentation fundamentals in PowerPoint.

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### Module 1: Introduction to Microsoft Copilot

- Overview of Microsoft Copilot
- How Copilot enhances productivity
- Key Copilot features and capabilities across Microsoft 365 apps

### Module 2: Collaboration with Copilot

- Using Copilot to summarize chat threads and meetings
- Generating summaries of channels and conversations
- Drafting messages and announcements with Copilot in Teams

## Module 3: Introduction to Copilot Studio

- Overview of Copilot Studio and its capabilities
- Key use cases and scenarios for Copilot Studio
- Setting up Copilot Studio for customization

## Module 4: Take Minutes of the Meeting with Copilot for Microsoft 365

- Setting up agendas and assigning tasks.
- Get insights from Intelligent Recap.
- During a meeting, summarise key discussion points and missed discussion
- Suggesting follow-up tasks based on the meeting's content.
- Generate meeting summary and action items using Copilot

## Module 5: Using Copilot in PowerPoint

- Using Copilot to generate slide content
- Formatting and styling slides with Copilot
- Inserting images, charts, and other media via Copilot suggestions

**Demo:**

- Create a slide presentation using Microsoft 365 Copilot in PowerPoint
- Create a sales presentation using Microsoft 365 Copilot in PowerPoint
- Create a project plan presentation using Microsoft 365 Copilot in PowerPoint
- Create a presentation comparing heating systems using Microsoft 365 Copilot in PowerPoint