Copilot for Microsoft 365: Empower your workforce with Copilot for Microsoft 365: Operations Use Case

Course Duration: 4 Hours (0.5 Day)

Overview

Unlock new levels of productivity with our comprehensive Co-pilot for Microsoft 365: Operations Use Case course at Koenig Solutions. This course empowers participants to harness Microsoft 365's AI capabilities to streamline operations and boost workflow efficiency. You will explore crucial features and integrations of Co-pilot, including its application in Word, Outlook, PowerPoint, Excel, and Teams. Through hands-on exercises, you'll master creating reports, drafting emails, and developing presentations, enhancing your operational skills. By the end of this course, you'll be adept at using intelligent assistance tools for optimized performance and productivity in various business scenarios.

Audience Profile

The "Copilot for Microsoft 365: Empower your workforce with Copilot for Microsoft 365: Operations Use Case" course equips professionals with practical skills to optimize Microsoft 365 applications using Copilot's AI-driven capabilities.

- IT Professionals
- Operations Managers
- Project Managers
- Business Analysts
- Data Analysts
- Administrative Assistants
- Customer Service Representatives
- HR Professionals
- Marketing Managers
- Sales Managers
- Productivity Consultants
- Team Leaders
- Office Managers
- Small Business Owners

- Digital Transformation Specialists
- Corporate Trainers
- Compliance Officers
- Technical Writers
- Software Engineers
- Business Consultants

Course Syllabus

Module 1 - Introduction to Copilot for Microsoft 365

- Describe the purpose and functionalities of Copilot for Microsoft 365.
- Outline the working principles behind Copilot for Microsoft 365.
- Identify the core components integral to Copilot for Microsoft 365.
- Examine Microsoft's commitment to responsible AI.

Module 2 - Explore the Possibilities with Copilot for Microsoft 365

- Identify and apply the key features of Copilot for Microsoft 365 in various Microsoft 365 applications to enhance productivity and workflow.
- Understand how Copilot for Microsoft 365 integrates with Teams to serve as a centralized hub for work-related information.
- Leverage the AI capabilities of Copilot for Microsoft 365 to transform task management, making workflows more intuitive and efficient.

Demos/Exercises:

- Summarize documents with Copilot in Word.
- Summarize and draft emails with Copilot in Outlook.
- Create presentations with Copilot in PowerPoint.
- Analyze and transform data with Copilot in Excel.
- Boost productivity with Copilot in Teams.

Module 3 - Optimize and Extend Copilot for Microsoft 365

- Describe best practices for using Copilot for Microsoft 365 effectively.
- Understand how to create effective prompts for Copilot.
- Review prompting best practices.
- Explore the capabilities of plugins within Copilot for Microsoft 365.
- Learn about Microsoft Graph connectors and how they integrate data from external sources into Copilot for Microsoft 365.

Module 4 - Copilot for Microsoft 365: Operations Use Case

- Collaborate and brainstorm ideas seamlessly using Copilot in Whiteboard.
- Leverage Copilot in Outlook to draft polished replies effortlessly.
- Refine your reporting process by comparing results using Copilot in Word.
- Craft dynamic presentations comparing heating systems with Copilot in PowerPoint.
- Summarize results with precision using Copilot in Word.

Demos/Exercises:

- Brainstorm project plan ideas using Copilot in Whiteboard.
- Draft meeting replies using Copilot in Outlook.
- Compare reporting results using Copilot in Word.
- Create presentations comparing heating systems using Copilot in PowerPoint.
- Summarize chat and channel threads using Copilot in Teams.

Module 5 - Summarize with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Use Copilot to summarize or extract key information from Word documents, Excel tables, and PowerPoint presentations.
- Summarize chats and meetings in Teams to identify key action items.

Demos/Exercises:

- Simplify and extract key information using Copilot in Word.
- Identify key information and summarize using Copilot in PowerPoint.
- Spot trends and visualize data using Copilot in Excel.
- Highlight key decisions and actions from Teams meetings.

Module 6 - Create and Draft with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Use Copilot to create agendas, to-do lists, project plans, and more in Word, Excel, and OneNote.
- Utilize Copilot in Outlook to draft emails, compose replies, and plan meetings.
- Prompt Microsoft Copilot to generate new ideas, content, and FAQs from existing files.

Demos/Exercises:

- Draft cover letters, marketing plans, and outlines using Microsoft Copilot in Word.
- Build new slides, agendas, and to-do lists using Microsoft Copilot in PowerPoint.
- Draft emails, replies, and meeting agendas using Microsoft Copilot in Outlook.

Module 7 - Edit and Transform Content with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Organize outlines and content in Word documents using Copilot.
- Add images, slides, and organize presentations with Copilot in PowerPoint.
- Format, sort, filter, and highlight data using Copilot in Excel.
- Rewrite messages and adjust tone using Coaching by Copilot in New Outlook.

Demos/Exercises:

- Write, organize, and transform content using Microsoft Copilot in Word.
- Add images, slides, and organize presentations using Microsoft Copilot in PowerPoint.
- Format, sort, filter, and highlight data using Microsoft Copilot in Excel.
- Rewrite messages and replies to adjust tone using Microsoft Copilot in Outlook.