

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

Duration: 4 Hours (0-1 Day)

Overview

Unlock the potential of Microsoft 365 with our Copilot for Microsoft 365: Executives Use Case course. This course aims to elevate executive proficiency through dynamic use case exercises and enhance your skills in high-stakes business scenarios. Learning Objectives:- Understand the purpose, functionalities, and working principles of Copilot.- Utilize AI capabilities to transform your approach in Word, Outlook, PowerPoint, Excel, and Teams. Practical Applications:- Create and organize compelling presentations.- Draft emails and meeting agendas efficiently.- Analyze data and synthesize communication strategies with ease. Empower your workforce with advanced Microsoft 365 capabilities, making daily tasks more intuitive and efficient.

Audience Profile

Copilot for Microsoft 365: Executives Use Case is designed to elevate executive proficiency in dynamic business scenarios using Microsoft's advanced AI-driven tools.

- C-Level Executives (CEO, CFO, COO)
- Vice Presidents
- Senior Managers
- Department Heads
- Business Strategists
- Project Managers
- Change Management Professionals
- Corporate Trainers
- IT Directors
- Decision Makers in technology-driven businesses
- HR Leaders
- Operations Managers
- Digital Transformation Leaders

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.
- How does the semantic index work?
- Identify the core components integral to Copilot for Microsoft 365.
- Examine how Microsoft is committed 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 each Microsoft 365 application to enhance your productivity and workflow.
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a

- centralized hub for all your work-related information.
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.

Demo/Exercises

- Summarize documents with Co-pilot word
- Summarize and draft email with Co-pilot in Outlook
- Create a presentation with Co-Pilot in PowerPoint
- Analyze and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams

Module 3 - Optimize and extend Copilot for Microsoft 365

- Describe the best practices for using Copilot for Microsoft 365.
- Understand how to effectively prompt Copilot for Microsoft 365.
- Review prompting best practices.
- Describe the capabilities of plugins within Copilot for Microsoft 365.
- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365.

Module 4 - Copilot for Microsoft 365: Executives Use Case

- Unlock Deeper Insights: Harness the Power of Microsoft Copilot to Synthesize and Enhance Your Communication Strategies
- Harness Copilot in Teams to Summarize Chat and Channel Threads.
- Utilize Copilot in Microsoft Word to Elevate Your Speechwriting Experience
- Leverage Copilot in PowerPoint to Create Stunning Slide Decks with Ease
- Leverage Microsoft Copilot to Streamline and Enhance Your Planning Process
- Harness the Power of Copilot in Microsoft Word to Generate Concise and Insightful Summaries of Financial Results

Demo/Exercises

- Synthesize your communication insights using Microsoft Copilot
- Summarize chat and channel threads using Copilot in Teams
- Create a speech using Copilot in Word
- Create a slide presentation using Copilot in PowerPoint
- Create a project plan using Microsoft Copilot
- 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.
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations.
- Summarize chats and meetings to look for key action items with Copilot in Teams.

Demo/Exercises

- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with 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 new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings.
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files.

Demo/Exercises

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

Module No. 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 with Copilot.
- Add images, slides, and organize your presentation with Copilot in PowerPoint.
- Format, sort, filter, and highlight data with Copilot in Excel.
- Rewrite messages with Coaching by Copilot in New Outlook

Demo/Exercises

- Write, organize, and transform content using Microsoft Copilot in Word
- Add images, slides, and organize your presentation using Microsoft Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft Copilot in Excel
- Rewrite messages and replies for tone using Microsoft Copilot in Outlook