

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

Course Duration: 4 Hours (0.5 Day)

Overview

Unlock the potential of Copilot for Microsoft 365 with our comprehensive IT Use Case course. Designed for IT professionals, this course covers everything from the Basics of Copilot for Microsoft 365 to its Practical application in business scenarios. The course includes interactive use case exercises focused on features like Summarizing documents, drafting emails, creating presentations, and Analyzing data. With hands-on demos, you'll learn to Optimize workflows, refine technical reports, and Harness AI capabilities to boost productivity. By the end, you'll be adept at using Copilot to enhance efficiency across Word, Excel, PowerPoint, Outlook, and Teams. Join us to empower your workforce with real-world skills.

Audience Profile

Empower your workforce with Copilot for Microsoft 365 by mastering real-world IT use cases through interactive exercises and use case scenarios. Ideal for enhancing productivity and technical proficiency.

- IT Managers
- System Administrators
- Technical Support Specialists
- Business Analysts
- IT Project Managers
- Digital Transformation Leaders
- Data Analysts
- IT Consultants
- Software Developers
- Technology Trainers
- Microsoft 365 Administrators
- Business Process Managers
- Enterprise Application Managers
- Technical Writers
- Team Leaders and Supervisors
- Operations Managers
- Information Technology Educators

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 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 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: IT Use Case

- Craft Dynamic Project Plans Seamlessly with Microsoft Copilot
- Craft Dynamic Plan Presentations with Ease using Copilot in PowerPoint
- Refine Your Technical Reports with Precision: Effortlessly Update Content using Copilot in Word
- Utilize Copilot in Outlook to Draft Messages from Technical Reports with Precision
- Harness Copilot in Teams to Summarize Chat and Channel Threads

Demo/Exercises

- Create a project plan using Microsoft Copilot
- Create a project plan presentation using Copilot in PowerPoint
- Update a technical report using Copilot in Word
- Draft an email based on a technical report using Copilot in Outlook
- 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