Microsoft Copilot for End Users: Boosting Productivity with AI

Unlock the full potential of Microsoft Copilot and transform the way you work. In this comprehensive course, you'll learn how to leverage AI-powered features to streamline your daily tasks, enhance collaboration, and improve productivity. From automating routine processes to generating insightful data analysis, Microsoft Copilot is your intelligent assistant. Whether you're a beginner or an experienced user, this course will equip you with the skills to harness the power of AI in your everyday applications. Get ready to work smarter, not harder!

Prerequisites

- Familiarity with Microsoft 365

- Working knowledge of Microsoft 365 tools like Excel, PowerPoint, Word etc.

- This training will include interactive demonstrations for each module. To participate actively and follow along with the trainer, please ensure you have a Microsoft 365 Co-pilot license as a prerequisite.

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- Features of Microsoft Copilot
- What you can do with Microsoft Copilot
- How Microsoft Copilot works

Module 2 – Gen AI Fudamentals
- What is Generative AI?
- Why did Generative AI get so popular now?
- Different Generative AI models
- Benefits of Generative AI
- Drawbacks of Generative AI
- Ethical implications of Generative AI
- Future of Generative AI

Module 3 – Microsoft 365 Co-Pilot and Word Online
- Fundamentals of Microsoft 365 Copilot and Word
- Draft documents with Copilot

- Edit text in Word and change tone with Microsoft Copilot
- Transform text in Word into a table
- Ask questions on Word documents
- Revise edits to your Word documents
- Create output artifacts with Copilot

Module 4 – Microsoft 365 Co-Pilot and Excel Online
- Fundamentals of Microsoft 365 CoPilot and Excel
- Data general analysis
- Data Q&A
- Data filtering
- Data formatting
- Data manipulation
- Data sorting
- Data visualization
- Copilot general use cases

Module 5 – Microsoft 365 Co-pilot and PowerPoint Online
- Fundamentals of Microsoft 365 Copilot and PowerPoint
- Create presentations from scratch with Copilot
- Create presentations from templates
- Add a slide with CoPilot
- Edit a slide in PowerPoint
- Ask questions about presentations
- Summarize and organize presentations with Microsoft Copilot

Module 6 – Microsoft 365 Co-pilot and Outlook Online
- Fundamentals of Microsoft Copilot and Outlook
- Draft emails with Microsoft Copilot for Microsoft 365
- Summarize email threads in Outlook
- Reply to emails in Outlook and Microsoft Copilot
- Use email coaching in Outlook

Module 7 – Microsoft 365 Co-pilot and Teams
- Fundamentals of Microsoft 365 Copilot and Teams
- Summarize and ask questions during Teams meetings
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- Get meeting coaching with Microsoft Copilot for Microsoft 365

Module 8 – Microsoft 365 Co-pilot Chat
- Fundamentals of Microsoft Copilot 365 Chat
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- Reference files in M365 Chat
- Search the web with Copilot for work