

M55618A - Microsoft Copilot for Microsoft 365 for End Users

Microsoft Copilot is an AI-powered productivity tool that helps users work more efficiently. It leverages the power of AI to boost productivity, unlock creativity, and help you understand information better with a simple chat experience.

In this one-day practical course, we'll introduce you to the core skills and concepts of using Microsoft Copilot for Microsoft 365.

Required Prerequisites

This course is suitable for end users and does not require prior experience of Microsoft Copilot for Microsoft 365. Attendees should be familiar with the use of the core Microsoft 365 tools such as Teams, Word, Excel, Outlook and PowerPoint.

Table of contents

Module 1: Understanding Microsoft 365 Copilot

- An introduction to Generative AI
- The differences between Copilot, Copilot Pro and Copilot for Microsoft 365
- Working with Prompts
- Using Microsoft Copilot with the world wide web
- Restricted SharePoint search

Module 2: Using Copilot for Microsoft 365

- Where to access Copilot for Microsoft 365
- Interact with your email, calendar, chats and meetings
- Summarise documents, presentations & meetings
- Analyse and explain documents

- Create content within documents & presentations
- Analyse data in spreadsheets
- Prepare for meetings
- Create new content based on existing files
- Using Copilot Lab to improve your prompting skills