

Table of Contents (TOC) – MS Copilot Awareness Training

1. Introduction to MS Copilot (30 min)

- What is MS Copilot?
- Importance of AI in Microsoft tools

2. Overview of Copilot Features (45 min)

- Key features of MS Copilot
- How it enhances productivity across applications

3. MS Copilot in Office Applications (1 hour 30 min)

- **Word:** Document creation and editing
- **Outlook:** Email drafting and communication
- **Excel:** Data analysis and insights
- **Power Automate:** Task and workflow automation
- **Teams:** Enhancing collaboration and teamwork

4. Q&A and Wrap-up (15-30 min)

- Recap of key points
- Open floor for questions

This should fit within a 2.5 to 3-hour session, focusing on awareness with the potential for deeper training later.