

Work Smarter with AI

Duration: 60 minutes

Course Overview

This course provides a comprehensive introduction to Microsoft 365 Copilot, explaining what it is, how it works, and its role as an AI assistant within Microsoft's AI-first strategy. Learners explore the wide range of Copilot capabilities, including content creation, research and information retrieval, productivity enhancement, creative assistance, data interpretation, and language translation for global collaboration. The session also highlights the latest enhancements in Microsoft Teams, such as audio recaps, intelligent file summaries, actionable meeting insights, and built-in interpreter features, helping participants understand how Copilot elevates everyday collaboration and productivity.

Learning Outcomes

- Understand what Microsoft 365 Copilot is and how it works within Microsoft's AI-first strategy
- Explain the role of AI assistants in enhancing modern workplace productivity
- Use Microsoft Copilot for content creation, research, and information summarization
- Leverage Copilot to improve productivity through meeting insights, task suggestions, and workflow optimization
- Identify new Microsoft Teams features such as audio recaps, file summaries, meeting actions, and interpreter options to support effective collaboration

Session Agenda

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Role of AI assistants in modern productivity.
- How Microsoft Copilot fits into Microsoft's AI-first strategy.

Module 2: Capabilities of Microsoft Copilot

- Content generation: Drafting emails, creating documents, writing social posts, Automatic Speaker notes generation,
- Research & information retrieval: Summarizing articles, answering questions, generating insights.
- Productivity enhancement: Meeting summaries, task automation suggestions, workflow optimization.
- Creative assistance: Brainstorming, outlining, storyboarding.
- Data interpretation: High-level overview for Excel users.
- Language support: Translation features for global audience

Module 3: What's New in Teams

- Audio recaps for meetings
- New file summaries inside Teams

- Turning meetings into actions and insights
- Interpreter Option in Teams