Maximizing Productivity with Microsoft 365 Copilot: Word, PowerPoint, Excel, Outlook, and Teams

This hands-on course equips you with practical knowledge of using Microsoft 365 Copilot to enhance productivity and streamline tasks across Word, PowerPoint, Excel, and Outlook. Through live demonstrations and guided exercises, you will explore how to harness the power of AI-driven tools to draft, summarize, organize, and analyze content effectively

Required Prerequisites

- Basic knowledge of Office 365 Apps (PowerPoint, Excel, Word Etc)

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Module 1 - Copilot in Word

Demonstrations:

- Draft Content using a Topic or a Reference file
- Elevate your content with Copilot in Word
- Summarize content in a Document
- Convert text to a table in a Document

Module 2 - Copilot in PowerPoint

Demonstrations

- Create Presentation using a Topic or a Reference file
- Summarize Presentation using Copilot chat in PowerPoint
- Organize Presentation slides using Copilot
- Use your organization's branding with Copilot in PowerPoint

Module 3 - Copilot in Excel

Demonstrations

- Identify insights with Copilot in Excel
- Highlight, sort, and filter data in Excel file
- Generate formula columns and rows with Copilot in Excel

Module 4 - Copilot in Outlook

Demonstrations

- Draft an email message with Copilot
- Summarize an email thread
- Email Coaching using Copilot for suggestions
- Create a meeting invitation using Copilot Chats

Module 5 -

Copilot in Teams

Demonstrations

Use Copilot in Microsoft Teams meetings for Meeting Recap

Use Copilot in Microsoft Teams meetings for getting Meeting Insights

Catch up with Copilot in Teams chat and channels

Automate notetaking in Microsoft Teams meetings