

Microsoft 365 Copilot For End Users

SUMMARY:

Discover how Microsoft 365 Copilot redefines productivity and collaboration across its core apps. This webinar takes you on a journey from understanding the foundational capabilities of Copilot to exploring practical applications in Word, Excel, Outlook, and PowerPoint. Learn how to optimize and extend Copilot's features to meet your organization's unique needs and embrace a future of intelligent work automation.

KEY POINTS:

- **Introduction to Copilot for Microsoft 365** - Understand the core functionalities and potential of Copilot in transforming workplace efficiency.
- **Copilot Across Microsoft 365 Apps** - Discover how Microsoft 365 Copilot enhances productivity by enabling effortless document creation in Word, advanced data analysis in Excel, streamlined email management in Outlook, and AI-powered design in PowerPoint. These tools empower users to optimize workflows and deliver impactful results.
- **Identify key information** - Discover ways to prompt Microsoft 365 Copilot in Word, PowerPoint, and Outlook to ask, analyze, and receive recommendations for fresh ideas and content.

TARGET AUDIENCE

- End-Users