Microsoft 365 Loop and Copilot

Course Overview

Microsoft 365 Loop is a platform that allows you to create, share, and manage documents, projects, and workflows efficiently and securely. With Microsoft 365 Loop, you can access your files from any device, synchronize them with your work teams, and take advantage of artificial intelligence to optimize your processes. In this training program, you will learn how to use Microsoft 365 Loop with Copilot to create and edit documents, collaborate with your colleagues, automate tasks, and write code efficiently and easily.

Pre-requisites

- Have a Microsoft 365 account.
- Have an internet connection.
- Have a device compatible with Microsoft 365 Loop (computer, tablet, or smartphone).
- Have a GitHub account and the Copilot extension for Visual Studio Code.

Course Content

Unit 1: Introduction to Microsoft 365 Loop and Copilot

- What is Microsoft 365 Loop and what advantages it offers.
- What is Copilot and how it works.
- How to access Microsoft 365 Loop and Copilot.
- How to configure Microsoft 365 Loop and Copilot according to your preferences.

Unit 2: Creating and Editing Documents with Microsoft 365 Loop

- Main components of Microsoft 365 Loop.
- Collaborating with Loop from Outlook.
- Using Loop components for Word.
- Working with Loop and Whiteboard.

Unit 3: Synchronizing Tasks with Loop and Functionalities

- Accessibility components.
- Using Jira with Loop.
- Using Trello with Loop.
- Managing task and group planning with Planner.
- How to use Loop with GitHub.

Unit 4: Automation and Optimization with Microsoft 365 Loop and Copilot

- How to use Microsoft 365 Loop AI tools to optimize your processes and workflows.
- How to use Copilot with a Loop content page.
- How to use Copilot to manage changes in Loop.

- How to use Copilot and Loop for brainstorming.

Unit 5: Actions with Microsoft 365 Loop and Copilot

- Content personalization with Copilot and Loop.
- How to describe and ask Copilot a concept.
- Edit and refine content.
- Summarize the information.
- Management of new campaigns with Loop Copilot.
- Use Copilot in Loop to create a set of interview questions for a new job.