

Unlocking the Power of Microsoft 365 Copilot

This hands-on, collaborative course is designed to help participants understand the fundamentals of Microsoft 365 Copilot, master the art of prompting, explore intelligent agents, and apply these tools to solve real business challenges. Through interactive sessions and team-based activities, you'll leave equipped with practical skills to boost productivity and drive innovation in your workplace.

Pre-requisites

- Each team will be required to have at least one Microsoft 365 Copilot License.

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Module 1: Introduction to Microsoft 365 Copilot

🕒 Duration: 20 Minutes

- Describe the purpose and functionalities of Copilot for Microsoft 365
- Outline the working principles behind Copilot for Microsoft 365
- Use Cases:
 - - Summarize meetings using Copilot in Teams
 - - Summarize email threads using Copilot in Outlook

Module 2: Masterclass – Art of the Prompt

🕒 Duration: 40 Minutes

- Examine how to build an effective prompt
- Review prompting best practices
- Use Cases:
 - - Summarize documents using Copilot in Word

Module 3: Masterclass – Microsoft 365 Copilot Chat

🕒 Duration: 40 Minutes

- What is Microsoft 365 Copilot chat?

- Learn how to fetch files from Multiple sources to collate data (OneDrive, SharePoint, Outlook)

- Use Case:
 - Summarize and fetch data from multiple documents using Copilot Chat in Microsoft 365

Module 4: Morning Tea Break

🕒 Duration: 15 Minutes

Module 5: Hack Business Challenges!

🕒 Duration: 90 Minutes

A fun and interactive hackathon-style session! Teams will use the Hack Pack Template to identify real-world business tasks that Copilot can enhance.

- Steps:
 1. Identify relevant business tasks
 2. Create effective prompts
 3. Build a compelling business case or scenario

Module 6: Team Presentations

🕒 Duration: 30 Minutes

Each team presents their unique business case using the Hack Pack as a foundation. Add your own creative flair!

- Presentation Guidelines:
 - - Explain your business use case
 - - Showcase your prompt(s) using videos, screenshots, or demos
 - - Highlight key benefits and outcomes