

Microsoft 365 Copilot for Everyday Work

Table of contents

Module 1: Introduction to Microsoft 365 Copilot

- Introduction
- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: Summarize and simplify information with Microsoft 365 Copilot

- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with Copilot in Excel
- Highlight key decisions and actions from Teams meetings
- Catch up and prepare for the week with Copilot in Outlook
- Summarize information on a topic with Microsoft 365 Business Chat

Module 3: Create and draft with Microsoft 365 Copilot

- Draft cover letters, marketing plans, and outlines with Microsoft 365 Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft 365 Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Brainstorm new ideas, lists, and reports with Microsoft 365 Business Chat

Module 4: Edit and transform content with Microsoft 365 Copilot

- Write, organize, and transform content using Microsoft 365 Copilot in Word
- Add images, slides, and organize your presentation using Microsoft 365 Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft 365 Copilot in Excel

- Rewrite messages and replies for tone using Microsoft 365 Copilot in Outlook

Module 5: Ask questions and analyze content with Microsoft 365 Copilot

- Ask Microsoft 365 Copilot in Word for help and recommendations
- Get design and organization tips with Microsoft 365 Copilot in PowerPoint
- Analyze and work with tables using Microsoft 365 Copilot in Excel
- Ask questions about your notes using Microsoft 365 Copilot in OneNote
- Ask about your meetings and messages with Microsoft 365 Copilot in Teams

Module 6: Data Handling and Compliance

- Understanding how Copilot uses (and doesn't use) your data
- Limiting who can interact with which data sources (e.g., SharePoint, Outlook, Excel)
- How to audit Copilot activity with Microsoft Purview
- Encouraging accountability and ethical AI usage
- Managing permissions for high-sensitivity content