

KOENIG SOLUTIONS • COURSE OUTLINE

Copilot for Microsoft 365: Empower Your Workforce with Copilot for Microsoft 365: IT Use Case

Learn to apply Copilot for Microsoft 365 across Word, Excel, PowerPoint, Outlook and Teams for real IT tasks.

4 Hours

DURATION

7

MODULES

28

TOPICS

21

HANDS-ON ACTIVITIES

4 hours (0.5 days)

COURSE OVERVIEW

Unlock the potential of Copilot for Microsoft 365 with our comprehensive IT Use Case course. Designed for IT professionals, this course covers everything from the Basics of Copilot for Microsoft 365 to its Practical application in business scenarios. The course includes interactive use case exercises focused on features like Summarizing documents, drafting emails, creating presentations, and Analyzing data. With hands-on demos, you'll learn to Optimize workflows, refine technical reports, and Harness AI capabilities to boost productivity. By the end, you'll be adept at using Copilot to enhance efficiency across Word, Excel, PowerPoint, Outlook, and Teams. Join us to empower your workforce with real-world skills.

WHO THIS COURSE IS FOR

Empower your workforce with Copilot for Microsoft 365 by mastering real-world IT use cases through interactive exercises and use case scenarios. Ideal for enhancing productivity and technical proficiency.

IT Managers

System Administrators

Technical Support Specialists

Business Analysts

IT Project Managers

Digital Transformation Leaders

Data Analysts

IT Consultants

Software Developers

Technology Trainers

Microsoft 365 Administrators

Business Process Managers

Enterprise Application Managers

Technical Writers

Team Leaders and Supervisors

Operations Managers

Information Technology Educators

What You Will Learn

- Describe the purpose, components and working principles of Copilot
- Explain Microsoft's approach to responsible AI
- Apply Copilot features within Word, Excel, PowerPoint and Outlook
- Identify how Copilot integrates with Teams for shared work
- Apply prompting best practices and plugins to extend Copilot
- Explain Microsoft Graph connectors for integrating external data
- Develop project plans, presentations and reports using Copilot
- Summarize chats, threads and documents with Copilot

COURSE SYLLABUS

7 Modules, 28 Topics

01

Introduction to Copilot for Microsoft 365

TOPICS

- Describe the purpose and functionalities of Copilot for Microsoft 365
- Outline the working principles behind Copilot for Microsoft 365
- Identify the core components integral to Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI

02

5 Demo/Exercises

Explore the Possibilities with Copilot for Microsoft 365

TOPICS

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a centralized hub for all your work-related information
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient

03

Optimize and Extend Copilot for Microsoft 365

TOPICS

- Describe the best practices for using Copilot for Microsoft 365
- Understand how to effectively prompt Copilot for Microsoft 365
- Review prompting best practices. Describe the capabilities of plugins within Copilot for Microsoft 365.
- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365

04**5 Demo/Exercises**

Copilot for Microsoft 365: IT Use Case

TOPICS

- Craft Dynamic Project Plans Seamlessly with Microsoft Copilot
- Craft Dynamic Plan Presentations with Ease using Copilot in PowerPoint
- **Refine Your Technical Reports with Precision:** Effortlessly Update Content using Copilot in Word
- Utilize Copilot in Outlook to Draft Messages from Technical Reports with Precision
- Harness Copilot in Teams to Summarize Chat and Channel Threads

05**4 Demo/Exercises**

Summarize with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations
- Summarize chats and meetings to look for key action items with Copilot in Teams

06**3 Demo/Exercises**

Create and Draft with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files

Edit and Transform Content with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Organize outlines and content in Word documents with Copilot
- Add images, slides, and organize your presentation with Copilot in PowerPoint
- Format, sort, filter, and highlight data with Copilot in Excel
- Rewrite messages with Coaching by Copilot in New Outlook

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
02	Explore the Possibilities with Copilot for Microsoft 365	■ Summarize documents with Co-pilot word ■ Summarize and draft email with Co-pilot in Outlook ■ Create presentation with Co-Pilot in PowerPoint ■ Analyze and transform data with Copilot in Excel ■ Elevate productivity with Copilot in Teams
04	Copilot for Microsoft 365: IT Use Case	■ Create a project plan using Microsoft Copilot ■ Create a project plan presentation using Copilot in PowerPoint ■ Update a technical report using Copilot in Word ■ Draft an email based on a technical report using Copilot in Outlook ■ Summarize chat and channel threads using Copilot in Teams
05	Summarize with Microsoft Copilot for Microsoft 365	■ 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
06	Create and Draft with Microsoft Copilot for Microsoft 365	■ Draft cover letters, marketing plans, and outlines with Microsoft Copilot in Word ■ Build new slides, agendas, and to-do lists with Microsoft Copilot in PowerPoint ■ Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook
07	Edit and Transform Content with Microsoft Copilot for Microsoft 365	■ Write, organize, and transform content using Microsoft Copilot in Word ■ Add images, slides, and organize your presentation using Microsoft Copilot in PowerPoint ■ Format, sort, filter, and highlight data using Microsoft Copilot in Excel ■ Rewrite messages and replies for tone using Microsoft Copilot in Outlook

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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