

KOENIG SOLUTIONS • COURSE OUTLINE

Enhancing Productivity with Copilot in PowerPoint, Teams, and Copilot Studio

Learn to use Microsoft Copilot in PowerPoint and Teams to create content, summarise meetings, and explore Copilot Studio for workflow automation.

5

MODULES

17

TOPICS

4

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course is designed to empower users to maximize productivity with Microsoft Copilot in PowerPoint, Teams, and Copilot Studio. Participants will learn how to streamline presentation creation, improve collaboration, and automate workflows. The course provides in-depth training on leveraging Copilot's capabilities in PowerPoint and Teams for efficient communication and content creation, while offering a high-level introduction to Copilot Studio for custom workflow automations. By the end of this course, participants will be equipped to use Copilot to enhance daily tasks, foster collaboration, and optimize productivity.

WHO THIS COURSE IS FOR

PowerPoint Users

Teams Users

Meeting Organisers

Content Creators

Workflow Automation Designers

PREREQUISITES

Required Prerequisites

- Basic proficiency with Microsoft 365 applications (PowerPoint, Teams, etc.).
- Familiarity with Microsoft Teams for chat, meetings, and collaboration.
- Understanding of presentation fundamentals in PowerPoint.

LEARNING OBJECTIVES

- Explain Copilot's key features across Microsoft 365 apps
- Describe how Copilot enhances everyday productivity
- Apply Copilot to summarise chat threads and meetings
- Draft messages and announcements with Copilot in Teams
- Identify use cases and scenarios for Copilot Studio
- Set up Copilot Studio for customization
- Generate meeting summaries and action items with Copilot
- Apply Copilot to generate and style PowerPoint slides

5 Modules, 17 Topics

01

Introduction to Microsoft Copilot

TOPICS

- Overview of Microsoft Copilot
- How Copilot enhances productivity
- Key Copilot features and capabilities across Microsoft 365 apps

02

Collaboration with Copilot

TOPICS

- Using Copilot to summarize chat threads and meetings
- Generating summaries of channels and conversations
- Drafting messages and announcements with Copilot in Teams

03

Introduction to Copilot Studio

TOPICS

- Overview of Copilot Studio and its capabilities
- Key use cases and scenarios for Copilot Studio
- Setting up Copilot Studio for customization

04

Take Minutes of the Meeting with Copilot for Microsoft 365

TOPICS

- Setting up agendas and assigning tasks
- Get insights from Intelligent Recap
- During a meeting, summarise key discussion points and missed discussion
- Suggesting follow-up tasks based on the meeting's content
- Generate meeting summary and action items using Copilot

Using Copilot in PowerPoint

TOPICS

- Using Copilot to generate slide content
- Formatting and styling slides with Copilot
- Inserting images, charts, and other media via Copilot suggestions

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
05	Using Copilot in PowerPoint	■ Create a slide presentation using Microsoft 365 Copilot in PowerPoint ■ Create a sales presentation using Microsoft 365 Copilot in PowerPoint ■ Create a project plan presentation using Microsoft 365 Copilot in PowerPoint ■ Create a presentation comparing heating systems using Microsoft 365 Copilot in PowerPoint

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

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