

KOENIG SOLUTIONS • COURSE OUTLINE

Maximizing Productivity with Microsoft 365 Copilot: Word, PowerPoint, Excel, Outlook, and Teams

COURSE OVERVIEW

This hands-on course equips you with practical knowledge of using Microsoft 365 Copilot to enhance productivity and streamline tasks across Word, PowerPoint, Excel, and Outlook. Through live demonstrations and guided exercises, you will explore how to harness the power of AI-driven tools to draft, summarize, organize, and analyze content effectively

PREREQUISITES

Required Prerequisites

- Basic knowledge of Office 365 Apps (PowerPoint, Excel, Word Etc)

Copilot in Word

4 Demonstrations

Copilot in PowerPoint

4 Demonstrations

Copilot in Excel

3 Demonstrations

Copilot in Outlook

4 Demonstrations

Copilot in Teams

4 Demonstrations

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Copilot in Word	■ Draft Content using a Topic or a Reference file ■ Elevate your content with Copilot in Word ■ Summarize content in a Document ■ Convert text to a table in a Document
02	Copilot in PowerPoint	■ Create Presentation using a Topic or a Reference file ■ Summarize Presentation using Copilot chat in PowerPoint ■ Organize Presentation slides using Copilot ■ Use your organization's branding with Copilot in PowerPoint
03	Copilot in Excel	■ Identify insights with Copilot in Excel ■ Highlight, sort, and filter data in Excel file ■ Generate formula columns and rows with Copilot in Excel
04	Copilot in Outlook	■ Draft an email message with Copilot ■ Summarize an email thread ■ Email Coaching using Copilot for suggestions ■ Create a meeting invitation using Copilot Chats
05	Copilot in Teams	■ Use Copilot in Microsoft Teams meetings for Meeting Recap ■ Use Copilot in Microsoft Teams meetings for getting Meeting Insights ■ Catch up with Copilot in Teams chat and channels ■ Automate notetaking in Microsoft Teams meetings

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.

Visit koenig-solutions.com

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