



Microsoft 365 Copilot for Business Users - Introduction

Duration : 1 day

Course Overview

This one-day course is designed to help business users understand the basics of Microsoft Copilot for Microsoft 365, a productivity tool that uses artificial intelligence to provide real-time intelligent assistance within Microsoft 365 productivity apps including Word, Excel, PowerPoint, Teams and Outlook. It is designed to transform productivity, creativity, collaboration for users, teams and organisations.

The course is beginner-friendly and requires no previous AI expertise.

Prerequisites

Familiarity with Microsoft Word, PowerPoint, Excel, Outlook and Teams

Objectives

Explore the intricacies of Microsoft Copilot for Microsoft 365, offering hands on learning and insights into its functionality, how it works and Microsoft's dedication to implementing AI responsibly and ethically whilst ensuring all business data is secure, compliant and respects privacy and copyright requirements.

Course Content

Module 1: Introducing Microsoft 365 Copilot

Microsoft 365 Copilot introduction
Copilot, Copilot, everywhere!
What is Microsoft 365 Copilot?
Microsoft Copilot for Microsoft 365 requirements
How does Microsoft 365 Copilot work?
What about copyright?

Module 2: Copilot in Word

Introduction to Copilot in Word
Creating content using Copilot
Editing with Copilot in Word
Generating content using existing files

Module 3: Copilot in PowerPoint

Introduction to Copilot in PowerPoint
Creating a presentation with Copilot
Editing presentation content with Copilot
Using Designer
Slide transitions and animations
Using your organisation's branding with Copilot
Getting presentation information with Copilot

Module 4: Copilot in Excel

Introducing Copilot in Excel
Common data analysis using Copilot
Identifying relationships, trends, and outliers
Creating formulas with Copilot
Editing Excel workbooks using Copilot
Formatting Excel data

Module 5: Copilot in Outlook

Introducing Copilot in Outlook
Drafting emails with Copilot
Summarising email threads
Coaching with Copilot

Module 6: Copilot in Teams

Introducing Copilot in Teams
Using Microsoft Copilot in Teams chats and channel conversations
Using Copilot in Teams for Meetings
Module review

Module 7: Microsoft Copilot with Graph grounded chat

What is Microsoft Copilot with Graph-grounded chat?
Accessing Microsoft 365 Chat
Using Microsoft Copilot with Graph-grounded chat
Microsoft Copilot with Graph-grounded chat and Bing
Chat history

Module 8: Microsoft 365 Copilot labs and prompt engineering

Tips for writing good prompts
Microsoft prompt resources
Remember, everything is a first draft!

Appendix:
Microsoft 365 chat, plugins, and Graph connectors