Microsoft 365 Copilot

Price: 149

Duration: 1 days

Delivery Methods: Virtual

Overview

Master Microsoft 365 Copilot to draft, analyze, and present with AI-driven efficiency. Learn to create impactful presentations, automate workflows, and enhance collaboration. Gain hands-on experience in drafting documents, analyzing data, and optimizing email management. Elevate productivity and creativity using AI-powered chat and Copilot integrations.

Outline

Module 1: Introduction to Microsoft 365 Copilot

Describe the purpose and functionalities of Microsoft 365 Copilot

Outline the working principles behind Microsoft 365 Copilot

Identify the core components integral to Microsoft 365 Copilot

Articulate Microsoft’s dedication to responsible AI practices

Module 2: Build effective presentations with AI

Create a new presentation using Copilot in PowerPoint

Refine and enhance your presentation using Copilot in PowerPoint

Lab: Piece it together – Build a presentation from start to finish

Module 3: Draft impactful documents using AI

Draft content using Copilot in Microsoft Word

Elevate your document using prompts for Copilot in Word

Gain hands-on practice on implementing Copilot in Word into your everyday workflow • Lab: Piece it together – Draft, improve, and share your document

Module 4: Make your products more productive

You'll understand how to use Copilot in Teams to enhance your team's interaction, manage tasks more efficiently, and access information more easily.

You will also learn how to improve your workflows with Copilot and understand its role in the modern business environment

Lab: Manage collaboration from start to finish with Copilot in Teams

Module 5: Uncover new data insights with AI

You'll be able to use Copilot in Excel to analyze and visualize data and enhance your data analysis and reporting capabilities

Lab: Boost your productivity with data-driven decisions

Module 6: From inbox to impact Improve your email workflows with AI

You'll be able to streamline your communication and coordination tasks, making your everyday workflow more streamlined

Lab: Supercharge your collaboration with Copilot in Outlook

Module 7: Unlock productivity and unleash creativity with AI powered chat

You'll understand the difference between work and web-grounded Microsoft 365 Copilot Chat. • You'll also learn how Microsoft 365 Copilot Chat can be accessed through Microsoft Teams and can amplify both your productivity and creativity

Lab: Ace your interview using Copilot Chat

Objectives

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Create and enhance presentations using Copilot in PowerPoint.
- Draft and improve documents with Copilot in Microsoft Word.
- Utilize Copilot in Teams to streamline meetings and workflows.

- Analyze and visualize data using Copilot in Excel.
- Optimize email workflows with Copilot in Outlook.
- Differentiate between work and web-grounded Copilot Chat for productivity.

Audience

This course is targeted at business users who want to enhance their Copilot for Microsoft 365 skills to solve business-related use cases.

Course Schedule

Date	Time	Price	Options

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