

Microsoft Copilot

Introduction



 Duration: 1 day

 Ideal Group Size: 6-8 people

Course overview

Microsoft Copilot is the new AI assistant, aimed at enhancing user productivity within Microsoft 365. Delegates will learn the basics of how Copilot works and then dive deeper into individual applications to showcase its range of functionality across the 365 applications.

Topics covered

Introduction & understanding the fundamentals of generative AI

What is Microsoft 365 Copilot?

The semantic index

How does Microsoft 365 Copilot work?

Copilot features

Copilot capabilities

Working with Copilot in Word

- Draft proposals from OneNote or other internal documentation

Working with Copilot in PowerPoint

- Create presentations from proposals and Word documentation
- Animate slides, annotate images and speaker notes using AI

Working with Copilot in Excel

- Create visuals on data models
- Drill down into data with complex analytical queries such as What If scenarios

Working with Copilot in Outlook

- Use Copilot to schedule Calendar entries, meeting rooms and update Contacts automatically

Working with Copilot in Teams

- Summarise unread messages from individuals, Channels or Teams

Delivery methodology (Face-to-face or virtual delivery available)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!