

# Elevate user productivity with Microsoft 365 Copilot ?(End user training)

## Course Overview

Duration - 6 Hours | Level - Intermediate

In this workshop you will learn how to use Microsoft 365 Copilot to elevate your everyday productivity at work. You will learn the art of prompts that you can use to interact with this everyday AI copilot to transform your creativity. We will cover the most popular ways in which you can use Microsoft 365 Copilot in apps like Word, Excel, PowerPoint, Teams, chat etc. to be the best you at work!

## Course Modules

### Day 1

#### Microsoft 365 Copilot – Basic concepts

Overview of Copilot and AI

Key features and capabilities of Copilot

Responsible and Ethical AI

Prompts and customizing prompts in Microsoft 365 Copilot

New Copilot enhancements (Notebooks, Search, Copilot memory, Image generation, Microsoft 365 Copilot Tuning)

Copilot Chat in Edge for Business

#### Copilot in Teams

Accessing Copilot Chat in Teams

Copilot prompts in Teams

Copilot in Teams chat, Meetings and Phones

Chat summary

Bring everything together in Teams

Copilot experiences in Teams

#### Copilot in Outlook

Copilot prompts in Outlook

Drafting content with Copilot in Outlook

Email summary with Copilot in Outlook

Focus time scheduling, Agenda creation

Contextual insights and advanced reasoning

## **Copilot Chat + Pages**

New content types and Multi-Page support

Dynamic updates and on-the-go collaboration

Create Pages from a mobile phone

Search and filter a list of pages

Interactive charts and code blocks

Turn a page into a Word document

## **Agents in Microsoft 365 Copilot Chat**

Declarative and metered agents

Discover agents for Agent Store

Create agents using Copilot Studio Agent Builder

## **Copilot Agents and Copilot Actions**

Interpreter agent

Facilitator Agent (Preview)

Copilot Actions (Private preview)

Self service Agent

Reasoning agents for work

## **Day 2**

### **Copilot in Word**

Copilot prompts in Word

Draft with Copilot in Word and transform your document

Start from a file and add content to your document

Cite sources when drafting

Quickly reference web and work data

Improved rewrites and tables with Copilot in Word

Copilot in Word Enhancements

Coaching with Copilot in Word

### **Copilot in PowerPoint**

Copilot prompts in PowerPoint

Create and summarize a presentation

Organize your presentation

Narrative Builder and Brand manager

Presentation Translator and Slide refinement

Agents in Word and PowerPoint

## **Copilot in Excel**

Copilot prompts in Excel

Visualize and analyze your data

Generate formulas

Copilot in Excel enhancements

Gain deeper data insights-Copilot in Excel with Python in Excel

## **Copilot in Whiteboard**

Copilot prompts in Whiteboard

Discover new ideas

Organize your ideas

Summarize your ideas

## **Day 3**

## **Copilot in OneNote**

Copilot prompts in OneNote

Create To-Do lists and tasks

Auto organizing notebooks, Cross-app reasoning

Rewriting and summarizing notes

## **Copilot in Loop**

Copilot prompts in Loop

Content drafting

Using pre-suggested prompts

Summarizing and rewriting content

Chat with Copilot-Event planning

## **Copilot in Forms**

Using Copilot in Forms

Redefining forms creation

Continue writing -Add with Copilot

Rewrite with Copilot –Enhance content

## **Copilot in Stream**

Get insights from videos

Summarize and Ask questions

## **Copilot in OneDrive**

Get instant access to information on files

Copilot in OneDrive in file viewers

Share summaries, create outlines and FAQs

## **Microsoft 365 Copilot Chat**

Copilot prompts in Microsoft Copilot Chat

Copilot Chat: Anytime, Anywhere access

Combining your data

Creating agents and using pre-built agents

Enterprise data protection

Advanced features and integrations