

# 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

### The fundamentals of Copilot

- What is Microsoft 365 Copilot?
- The key features of Copilot
- How to access Copilot
- The semantic index
- How does Microsoft 365 Copilot work?
- Copilot capabilities

### Working with Copilot in Word

- Draft and add content
- Transform your content
- Chat with Copilot
- Create a summary

### Working with Copilot in PowerPoint

- Create presentations
- Add a slide or image to your presentation
- Summarise your presentation
- Organise your presentation

### Working with Copilot in Excel

- Identify insights
- Highlight sort and filter your data
- Generate formula columns

### Working with Copilot in Outlook

- Draft an email message
- Summarise an email thread
- Suggested drafts
- Use Copilot to schedule calendar entries

### 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!