



## Microsoft Copilot 365

### Course Aim

This course is designed for anyone who regularly creates content using everyday software applications like Word, PowerPoint, Outlook, Teams, OneNote or Excel and could benefit from Copilot's assistance with content management and creation.

### What you'll learn:

- Learn what Copilot can and can't do.
- Use Copilot to help you create content for common tasks like writing emails, Word documents, Excel formulas, PowerPoint presentation content and much more.
- Learn how to phrase questions for the best results.

### Course Prerequisites

No previous experience with Copilot is required.

This course focusses on using Copilot 365 which requires a subscription license.

### Course Duration:

Full Day: 9am to 4:30pm

### Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

### What to Bring:

- Note pad & pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

### Course Topics:

#### Introduction to Copilot

- Overview of M365 Copilot
- Key Features and Benefits
- Accessing Copilot
- Microsoft Graph

#### Getting Started with Copilot

- Setting Up Copilot
- Navigating the Interface
- Basic Commands and Functions
- Follow-up interactions
- Prompt References to files, people or meetings
- Customising Settings and Preferences

#### Search the Web

- Simplify Internet Research
- Transform Responses
- Generate Images
- Summarise web sites
- Summarise YouTube videos

#### Ethics and Limitations

- Accuracy and AI Hallucinations
- Bias and Inclusion
- Political Influences
- Human Accountability

#### Image Generation

- Prompting for Images
- Injecting Corporate Colours

#### Office 365 Application Integration

- General Copilot enquiries across Office 365 platform

#### Microsoft Word

- *Copilot Panel*
- *Draft by Copilot*
- *Generating Outlines*
- *Grammar and Style Suggestions*
- *Summarising Content*
- *Rewriting Contents*

#### Microsoft Outlook

- *Get Ready for your Day*
- *Writing Email Messages*
- *Email Drafting*
- *Sending Emails*

- *Email Tone & Length*
- *Response Suggestions*
- *Scheduling*
- *Sending Calendar Invites*
- *Email Thread Summarisation*
- *Coaching by Copilot*

#### Microsoft Excel

- *Writing Excel Formulas and Functions*
- *Add Calculated Columns*
- *Data Analysis*
- *Summarise Data*
- *Create PivotTables and Charts*
- *Debugging Assistance*
- *Data Cleaning*
- *Apply Conditional Formatting*
- *Generate Code Snippets*
- *Generate Dashboards*

#### Microsoft PowerPoint

- *Creating Presentations*
- *Design suggestions*
- *Speaker Notes*
- *Content Generation*
- *Generate images*

#### Microsoft Teams

- *Summarise Meetings*
- *Ask Questions during Meetings*
- *Prepare for Meetings*

#### OneNote

- *Summarise Sections*
- *Summarise Pages*
- *Create To-do lists*
- *Analyse Ideas*
- *Create new content*
- *Transcribe Audio & Video*

#### Notebooks

- *Creating Notebooks*
- *Creating Audio Overviews*
- *Creating Study Guides*

#### Agents

- *Using Agents*
- *Creating Custom Agents*