

Microsoft 365 Copilot: Practical Applications for Everyday Work ½ Day Session

Overview

Microsoft Copilot is a suite of AI tools that perform various tasks, from answering questions and creating images to helping with productivity in M365 apps like Word, Excel, and Teams. IT's an conversational assistant that helps users boost productivity and streamline workflows by offering contextual assistance, automating routine tasks, and data analysis.

This course will provide participants with a foundational understanding of Microsoft Copilot and how it can enhance daily productivity through practical applications such as email management, presentation preparation, and meeting minutes.

Course Objectives

By the end of the course, delegates will be able to:

- Use Copilot in everyday M365 apps to enhance their productivity



Prerequisites

Delegates should be familiar with Microsoft 365.

Course Contents (3 hours)

- What is Microsoft Copilot?
 - Introduction to Copilot and how it differs from ChatGPT
 - Key benefits: productivity, automation, and AI-powered insights
 - How Copilot integrates with Microsoft 365 (Word, Excel, Outlook, Teams, PowerPoint)
 - How AI is transforming work
- Practical Applications in Everyday Work (Outlook)
 - Copilot for email management
 - Writing and summarising emails
 - Prioritising and managing inbox overload
 - Automating responses and setting email rules
- Copilot for Meeting Preparation and Notes (Teams and Outlook)
 - How Copilot can help you prepare for Teams meetings
 - Generating real-time and post meeting summaries
 - Generating follow-up actions continued
- Copilot for Document and Report Creation (Word and Excel)
 - Report generation from organisational and internet data/information
 - Formatting and proofreading assistance
 - Data analysis in Excel: charts, summaries, and insights
- Copilot for Presentations (PowerPoint)
 - Creating slides from Word documents
 - Generating speaker notes and content suggestions
 - Improving design and layout automatically

- Hands-on Exercises
 - Summarising an email thread
 - Drafting a report from online data and
 - Creating a PowerPoint slide from text or a file
- Best Practices for Using Copilot Effectively
 - How to write effective prompts
 - Understanding Copilot's strengths and limitations
 - Ensuring data privacy and security

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Microsoft Copilot and Microsoft 365 courses on a private in-house basis.