Copilot for Microsoft 365

Course Overview

Copilot for Microsoft 365 is a cutting-edge, AI-powered assistant designed to revolutionise productivity and streamline tasks across various Microsoft applications. By harnessing advanced AI technology, Copilot offers intelligent suggestions, automates routine tasks, and provides real-time assistance, allowing users to focus on high-value, strategic, and creative work. This innovative tool enhances efficiency across multiple platforms, helping professionals work smarter, not harder.

This session is tailored to empower participants with the knowledge and skills to fully leverage AI technology through Microsoft 365, enabling them to elevate their productivity and enhance their work processes.

By the end of this session, participants will gain comprehensive insights into:

The AI and Copilot Platform:
Understanding the core functionality and capabilities of Copilot and how it integrates with Microsoft 365.

Large Language Modelling (LLM):
Exploring the fundamentals of LLM and its role in powering intelligent assistance.

Key features and benefits of Copilot for Microsoft 365:
Learning how Copilot can transform daily workflows and increase productivity across Microsoft apps.

Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

Participants will also develop hands-on skills to effectively utilise AI in the following applications:

Microsoft 365 Copilot App
- Navigate and use the Microsoft 365 Copilot app as a central place to ask questions, generate content, and get work done across Microsoft apps
- How to customise Copilot chat to tailor responses to your role through instructions and memories
- Use Copilot chat to summarise work, generate ideas, and get answers using organisational context and connected files

Working with Copilot Agents
- Accessing and using existing agents provided by Microsoft or the organisation
- Understanding what agents are and when to use them
- Creating a simple agent to support a specific workflow

Microsoft Outlook
- Drafting and refining professional emails quickly
- Creating clear reminders and follow-up actions
- Generating quick responses and finding information using enhanced search

Microsoft Teams
- Preparing for meetings with summaries and key talking points
- Capturing and summarising meeting notes automatically
- Extracting insights from chats and channels

Microsoft Excel
- Analysing data using plain English questions
- Creating formulas and summaries automatically
- Identifying trends and patterns in datasets

Microsoft Word
- Drafting reports, proposals, and workplace documents
- Summarising long documents into key points
- Reviewing and refining existing content

Microsoft PowerPoint
- Generating slide content from prompts or documents
- Creating speaker notes and presentation summaries
- Highlighting key messages and insights

Microsoft OneNote
- Summarising notes and meeting discussions
- Converting notes into action lists
- Supporting brainstorming and planning activities