

COURSE DURATION: 1 Day

Gauteng:

3rd Floor, 34 Whitely Road Melrose Arch Johannesburg 2196

Gauteng: 192 on Bram 192 Bram Fischer Drive Ferndale, Randburg Johannesburg 2160

Cape Town:

3rd Floor, Thomas Pattullo Building 19 Jan Smuts St Cape Town 8000

Durban:

9 Mountview Close Broadlands Mount Edgecombe Durban 4302



Q 087 941 5764



sales@impactful.co.za

mpactful.co.za

COURSE OVERVIEW

This course will introduce you to Copilot for Microsoft 365, examine how you can use Copilot throughout the various Microsoft 365 apps, explore best practices for using Copilot and build effective prompts, and teach you how you can extend Copilot with plugins and Graph connectors.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the key features and benefits of Copilot for Microsoft 365
- Apply Copilot for Microsoft 365 to various business scenarios
- Use Copilot to create and edit documents, presentations, emails, and more with natural language generation
- Collaborate and communicate effectively with your team and customers using Copilot for Microsoft 365
- Evaluate the quality and relevance of the content generated by Copilot for Microsoft 365

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client



COURSE CONTENT

Module 1: Introduction to Copilot for Microsoft 365

- What is Copilot for Microsoft 365
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible Al

Module 2: Explore the possibilities with Copilot for Microsoft 365

- Compose and summarise documents with Copilot in Word
- Summarise and draft emails with Copilot in Outlook
- Design captivating presentations with CoPilot in Excel
- · Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat.

Module 3: Optimise and extend Copilot for Microsoft 365

- Examine the art and science of working with Al
- Review best practices for using Copilot for Microsoft 365
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Copilot for Microsoft 365 with plugins
- Explore Microsoft Graph connectors

Module 4: Empower your workforce wirth Copilot for Microsoft 365: Executives

- Synthesise your communication insights using Microsoft Copilot
- Summarise chat and channel threads using Copilot in Teams
- · Create a speech using Copilot in Word
- Create a slide presentation using Copilot in PowerPoint

Module 5: Empower your workforce with Copilot for Microsoft 365 - Sales

- Create a market research report using Copilot in Loop
- Create a sales presentation using Copilot in PowerPoint
- Prepare your meeting notes from emails using Microsoft Copilot
- Compare supplier agreements using Copilot in Word

Module 6: Empower your workforce with Copilot for Microsoft 365: IT

- Create a project plan using Copilot
- Create a project plan presentation using Copilot in PowerPoint
- · Update a technical report using Copilot in Word
- Draft an email based on a technical report using Copilot in outlook

Module 7: Empower your workforce with Copilot for Microsoft 365: Marketing

- Conduct a market analysis using Copilot
- Brainstorm marketing campaign ideas using copilot in Loop
- Consolidate multiple marketing reports using Copilot in Word
- Analyse a market trend spreadsheet using Copilot in Excel

Module 8: Empower your workforce with Copilot for Microsoft 365: Finance

- Draft an email to your insurance company using Copilot in Outlook
- Analyse a financial spreadsheet using Copilot in Excel
- · Create a financial analysis report using Copilot in Word
- · Summarise financial results using Copilot in Word

Module 9: Empower your workforce with Copilot for Microsoft 365: HR

- Create a job description using Copilot in Word
- Analyse resumes and make a recommendation using Copilot in Word
- Create interview questions using Copilot in Loop
- Compose an email offer letter using Copilot in Outlook

Module 10: Empower your workforce with Copilot for Microsoft 365: Operations

- Brainstorm project plan ideas using Copilot in Whiteboard
- Draft a meeting reply using Copilot in Outlook
- Compare reporting results using Copilot in Word
- Create a presentation comparing heating systems using Copilot in PowerPoint

Module 11: Challenge Use case

- Use Copilot for Microsoft 365 to address various business scenarios without the aid of step-by-step instructions.
- Create interview questions using different Copilots
- Enhance your social media efforts
- Enhance your project management collaboration skills
- Enhance content creation and collaboration skills

