

COURSE OVERVIEW

Course name

(MS-4018) Draft, analyse and present with Microsoft 365 Copilot

DURATION: 1 Day

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg 2196

Gauteng

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192 Bram Fischer Drive Ferndale,
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Cape Town

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Durban

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COURSE OVERVIEW

This course provides users with access to common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook.

It also introduces Copilot Chat and discusses the difference between work and web grounded data.

COURSE OBJECTIVES

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

- Identify the key features and benefits of Microsoft 365 Copilot
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- Uncover new data insights with AI
- Improve your email workflows with AI
- Unlock productivity and unleash creativity with AI powered chat

AUDIENCE

Anybody looking to unleash the productivity benefits of Microsoft 365 Copilot

PREREQUISITES

Learners should be familiar working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft 365 Copilot

CONTENT

Module 1: Introduction to Microsoft 365 Copilot

This module explores the intricacies of Microsoft 365 Copilot, and offers insights into its functionality and Microsoft's dedication to implementing AI responsibly and ethically

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- The core components of Microsoft 365 Copilot
- How Microsoft is committed to responsible AI

Module 2: Build effective presentations with AI

This module provides an overview of Microsoft 365 Copilot in PowerPoint, and provides guidance on prompts you can use to improve your workflow and create engaging, cohesive presentations

- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Exercise: Build a presentation from start to end

Module 3: Draft impactful documents using AI

This module discusses Copilot in Microsoft Word. It highlights how to create a first draft of your Word document, then edit and enhance your content creation process to improve efficiency and collaboration.

- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise: Draft, improve and share your document

Module 4: Make your meetings more productive with AI

This module discusses how Copilot in Microsoft Teams can enhance collaboration among your team members. It shows you specific prompts that let you draw key information from Teams Chats and Meetings.

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Exercise: Manage collaboration from start to end with Copilot in Teams

Module 5: Uncover new data insights with AI

This module covers the practical application and advanced features of Copilot in Excel, a tool designed to enhance efficiency and data analysis capabilities for business users.

- Simplify data summary, analysis and visual insights
- Customise data integration, analysis, and visualisation with Copilot in Excel
- Exercise: Boost your productivity with data-driven decisions

Module 6: From inbox to impact: Improve your email workflows with AI

This module discusses how to effectively prompt Copilot in Microsoft Outlook to assist you in drafting emails, organizing meetings, and fostering a sense of collaboration among your team members

- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
- Exercise: Supercharge your collaboration with Copilot in Outlook

Module 7: Unlock productivity and unleash creativity with AI powered chat

This module discusses how Microsoft Copilot Chat helps you interact with your content across files, meetings, chats, emails, people, and the web.

- Understanding Microsoft 365 Copilot Chat
- Optimise your workflow with Copilot Chat's work grounded data
- Maximise your productivity with web-grounded Copilot Chat
- Exercise: Ace your interview with Copilot Chat

DELIVERY METHOD

Our courses offer flexible delivery options:

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