

Mastering Microsoft 365 Copilot : A Hands-On Workshop Across MS Office Apps

1/2 DAY

COURSE OBJECTIVES

Participants will:

Understand what Microsoft 365 Copilot is and how it integrates with M365 apps.

Explore Copilot's capabilities in Word, Excel, PowerPoint, Outlook, Teams, and the M365 dashboard.

Practice using Copilot to draft, summarize, analyze, and present content.

Learn prompt engineering techniques to get the most out of Copilot.

Apply Copilot in real-world scenarios through guided exercises.

COURSE CONTENT

M365 DASHBOARD

- Explore suggested files and Copilot summaries.
- Practice navigating and launching Copilot from the dashboard.
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MS WORD

- Draft a document using Copilot.
- Summarize a long report.
- Convert bullet points into a formatted document.

MS EXCEL

- Use Copilot to analyze a dataset.
- Generate charts and pivot tables.
- Ask Copilot to explain formulas and trends.

MS POWERPOINT

- Create a slide deck from a Word document.
 - Add speaker notes and design suggestions.
 - Translate slides into another language.
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OUTLOOK AND TEAMS

- Draft and reply to emails using Copilot.
- Summarize meeting transcripts.
- Extract action items from Teams chats.

PROMPT ENGINEERING

- Practice writing effective prompts.
- Use “/” commands to reference files and people.
- Explore prompt variations for different outcomes.

The course outline can be tailored to your organization's needs. If participants have Copilot Web access but not a Copilot Licence, we can accommodate.