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Supercharge Your Workflow with Microsoft 365 Copilot

Your AI Sidekick for Productivity - in a day

FA-0429

Agentic & Generative AI · Data & Analytics

Introduction

Welcome to a transformative day of learning where we'll unlock the magic of Microsoft 365 Copilot—a revolutionary AI assistant designed to simplify, enhance, and elevate how we work.

Imagine automating repetitive tasks, crafting polished documents in minutes, and uncovering game-changing insights from your data, all with the help of a friendly digital partner. In today's fast-paced world, mastering tools like Copilot isn't just a nice-to-have—it's a necessity to stay ahead and make work smarter, not harder.

Whether you're aiming to save time, impress your team, or simply navigate Microsoft 365 with ease, this course will set you up for success.

Learning outcomes

By the end of this course, participants will:

- **Harness** the potential of Microsoft 365 Copilot to boost productivity across applications.
- **Streamline** tasks like writing, data analysis, and presentations with AI assistance.
- **Transform** communication and collaboration with intelligent tools in Outlook and Teams.
- **Integrate** AI insights into daily workflows to save time and work smarter.

Prerequisites

- Basic knowledge of Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, Teams).
- A Microsoft 365 account with Copilot enabled.

Training outline

1. Meet Your Digital Wingman: Microsoft 365 Copilot

1. The story behind Copilot: How AI is reshaping productivity.
2. Exploring Copilot's capabilities and where it fits into your daily routine.
3. The difference between Copilot's plans: Free vs. Pro vs. Enterprise.

2. Getting Copilot Ready to Roll

1. Checking your system and enabling Copilot for action.
2. Navigating its interface in Word, Excel, PowerPoint, Outlook, and Teams.
3. Personalizing settings for a custom-tailored experience.

3. Word Wizardry: Supercharge Your Writing

1. Automating document creation and professional formatting.
2. AI-powered content generation that's tailored to your needs.
3. Polishing your writing with intelligent grammar and style tips.

4. Excel Unleashed: Let AI Do the Heavy Lifting

1. Generating formulas and crunching numbers in record time.
2. Visualizing data with stunning, AI-created charts.
3. Uncovering trends and insights hidden in your spreadsheets.

5. PowerPoint Magic: Present Like a Pro

1. Turning ideas into beautifully designed slides.
2. Using AI to suggest layouts, visuals, and flow.
3. Adding flair with multimedia elements, seamlessly integrated.

6. Email Bliss: Reinventing Your Inbox with Outlook

1. Drafting, replying, and summarizing emails with AI assistance.
2. Quickly digesting long email threads and pulling out key points.
3. Effortless meeting scheduling and automated follow-ups.

7. Teamwork Dreamwork: Supercharge Collaboration with Teams

1. Real-time meeting summaries and actionable insights.
2. Using AI to simplify group projects and communication.
3. Managing tasks and projects with intelligent suggestions.

8. The Hidden Gems of Copilot: Advanced Features

1. Discovering Copilot’s integration with other Microsoft 365 services.
2. Balancing productivity with privacy: Data and security best practices.
3. Insider tips to get the most out of your AI assistant.

9. Show and Tell: Hands-On Practice

1. Applying Copilot tools in real-world scenarios through guided exercises.
2. Tackling case studies that mirror workplace challenges.
3. Open-floor Q&A to address your questions and scenarios.

This one-day course is crafted to inspire and equip you to embrace the future of work. Guided by an instructor with over 30 years of industry experience, you'll gain practical skills and strategies that align with real-world demands. Whether you're streamlining workflows or aiming for a productivity breakthrough, Microsoft 365 Copilot is your new secret weapon. Let’s get started!

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