Empower your workflow: Fundamentals of Microsoft 365 Copilot - Hands On Training

Duration: **1 Day**

BILGINC IT Academy
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This beginner-friendly {*training} introduces business users to**the fundamentals of Microsoft 365 Copilot**, an AI-powered productivity tool integrated into Word, Excel, PowerPoint, Teams, and Outlook.

Learners will gain:

- **Hands-on experience** using Copilot
- Insights into **how it works**
- Knowledge of Microsoft's commitment to**responsible AI, privacy, and compliance**

The course requires **no prior AI expertise**.

Prerequisites

Familiarity with Microsoft Word, Excel, PowerPoint, Outlook, and Teams

Who Should Attend

- Business users new to Microsoft 365 Copilot
- Professionals aiming to enhance productivity with Copilot
- Anyone seeking to understand and leverage Copilot features

What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- Understand what Microsoft 365 Copilot is and how it works
- Learn the fundamentals of prompting
- Gain hands-on experience with Copilot in Word, Excel, PowerPoint, Outlook, and Teams
- Use Copilot in real-world scenarios for collaboration and productivity
- Explore Microsoft's responsible AI practices

Training Outline

1. Introduction to Microsoft 365 Copilot

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- What is Copilot?
- Requirements & copyright considerations

2. Microsoft 365 Copilot Chat

- Interface walkthrough
- Use cases and components
- Prompting fundamentals

3. Copilot in Core Applications

- **Word:** Drafting, rewriting, summaries, FAQs
- **PowerPoint:** Narrative Builder, presentation creation, formatting
- **Excel:** Formulas, data visualisations, trends, formatting
- **Outlook:** Drafting emails, summarising threads, organising content
- **Teams:** Meeting recaps, agendas, action items

4. Work-Grounded Copilot Chat

- Drafting content and discovering insights
- Daily workflows with Copilot

5. Extending Copilot

- Saving & sharing prompts
- Working with pages
- First steps with agents

6. Copilot and Prompt Engineering

- Prompt engineering methodology
- Best practices for writing effective prompts

Exams & Assessments

- No formal exams.
- Integrated hands-on exercises throughout the course.

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Hands-On Learning

- Interactive labs in a live Microsoft 365 environment
- Self-guided exercises with instructor support
- Beginner-friendly, practical focus