Microsoft 365 Copilot Reducing Digital Debt Webinars Training

Duration: **1 Day**

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Overview

This series of three 1-hour live webinars, delivered over one day, provides a comprehensive exploration of Microsoft 365 Copilot. Participants will learn how to utilise Copilot to create content, organise workloads, and conduct research and analysis efficiently. Each session is tailored to specific use cases, offering actionable insights into reducing digital debt and improving productivity.

Key focus areas include prompt engineering, leveraging Copilot in core Microsoft 365 apps, and applying its capabilities to optimise daily tasks.

NOTE. The three webinars can be combined in any configuration to suit your needs. You might choose one of each, repeat the same session, or select any mix that best supports your learning goals.

Prerequisites

There are no mandatory prerequisites to attend these webinars. However, familiarity with core Microsoft 365 applications (e.g., Word, PowerPoint, Excel, Outlook, and Teams) is recommended.

Target Audience

This webinar series is designed for:

- Business professionals looking to enhance productivity using Microsoft 365 Copilot.
- Content creators, project managers, analysts, and team leads aiming to streamline workflows.
- Organisations seeking to leverage Copilot for task automation and digital efficiency.

What You Will Learn

By the end of these webinars, participants will:

- Understand the functionality and potential of Microsoft 365 Copilot.
- Learn effective prompt engineering techniques to maximise Copilot’s value.
- Utilise Copilot to streamline content creation, workload management, and data analysis.
- Apply Copilot’s features across Microsoft 365 apps for better collaboration and task automation.