

Copilot for Microsoft 365

Course Overview

Copilot for Microsoft 365 is a cutting-edge, AI-powered assistant designed to revolutionise productivity and streamline tasks across various Microsoft applications. By harnessing advanced AI technology, Copilot offers intelligent suggestions, automates routine tasks, and provides real-time assistance, allowing users to focus on high-value, strategic, and creative work. This innovative tool enhances efficiency across multiple platforms, helping professionals work smarter, not harder.

This session is tailored to empower participants with the knowledge and skills to fully leverage AI technology through Microsoft 365, enabling them to elevate their productivity and enhance their work processes.

By the end of this session, participants will gain comprehensive insights into:

The AI and Copilot Platform:

Understanding the core functionality and capabilities of Copilot and how it integrates with Microsoft 365.

Large Language Modelling (LLM):

Exploring the fundamentals of LLM and its role in powering intelligent assistance.

Key features and benefits of Copilot for Microsoft 365:

Learning how Copilot can transform daily workflows and increase productivity across Microsoft apps.

Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

Participants will also develop hands-on skills to effectively utilise AI in the following applications:

Microsoft Outlook

- Automate and customise email drafting.
- Prepare for meetings efficiently.
- Set follow-up reminders.
- Generate automated responses and leverage enhanced search capabilities.

Microsoft Teams

- Improve meeting preparation.
- Automate meeting notes.
- Streamline communication and task management.
- Gain insights from data to drive collaboration.

Microsoft Word

- Enhance writing efficiency and document quality.
- Integrate seamlessly with other Microsoft apps.
- Leverage summarisation and the catch-up feature to stay on top of content.

Microsoft PowerPoint

- Automate slide creation and receive content suggestions.
- Get design assistance and seamlessly integrate data.
- Summarise presentations to highlight key points.

Microsoft Excel

- Automate data analysis and summarisation.
- Generate complex formulas with ease.
- Apply conditional formatting for better data visualisation.
- Transform and generate insights from data effortlessly.



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