

# **Elevate User Productivity with Microsoft 365 Copilot (End User Training)**

## **Course Overview**

This 3-day workshop helps end users understand and effectively use Microsoft 365 Copilot across apps like Teams, Outlook, Word, Excel, PowerPoint, OneNote, and more. Participants will learn practical prompting techniques, real-world use cases, and productivity best practices to enhance daily work.

**Duration:** 3 Days (2 hours/day)

## **Day 1 – Microsoft 365 Copilot Foundations & Collaboration**

### **Microsoft 365 Copilot – Basic Concepts**

- Overview of Copilot and AI
- Key features and capabilities of Copilot
- Responsible and Ethical AI
- Prompting and customizing prompts in Microsoft 365 Copilot
- New Copilot enhancements (Notebooks, Search, Memory, Image generation, Copilot Tuning)
- Copilot Chat in Edge for Business

### **Copilot in Microsoft Teams**

- Accessing Copilot Chat in Teams
- Copilot prompts in Teams
- Copilot in meetings, chat, and channels
- Chat summaries
- Bring everything together in Teams
- Copilot experiences in Teams

### **Copilot in Outlook**

- Copilot prompts in Outlook
- Drafting content with Copilot
- Email summarization
- Focus time scheduling and agenda creation
- Contextual insights and advanced reasoning

### **Copilot Chat & Pages**

- New chat types and multi-page support
- Dynamic updates and collaboration
- Create Copilot Pages from mobile

- Search and filter pages
- Interactive charts and code blocks
- Turn a page into a Word document

## **Agents and Copilot Actions**

- Declarative and metered agents
- Discover agents from Agent Store
- Create agents using Copilot Studio
- Facilitator Agent (Preview)
- Copilot Actions (Private preview)
- Reasoning agents for work

## **Day 2 – Content Creation & Data Analysis**

### **Copilot in Word**

- Draft and transform documents
- Start from a file and add content
- Cite sources when drafting
- Reference web and work data
- Improve writing and tables
- Coaching with Copilot

### **Copilot in PowerPoint**

- Create and summarize presentations
- Organize presentations
- Narrative Builder and Brand Manager
- Presentation Translator and slide refinement

### **Copilot in Excel**

- Visualize and analyze data
- Generate formulas
- Excel enhancements
- Deeper insights with Copilot and Python

### **Copilot in Whiteboard**

- Discover ideas
- Organize ideas
- Summarize ideas

## **Day 3 – Notes, Automation & Enterprise Capabilities**

### **Copilot in OneNote**

- Create To-Do lists and tasks
- Auto-organize notebooks
- Rewrite and summarize notes

## **Copilot in Loop**

- Draft content
- Use pre-suggested prompts
- Summarize and rewrite content
- Chat with Copilot for event planning

## **Copilot in Forms**

- Redefine form creation
- Continue writing with Copilot
- Rewrite and enhance content

## **Copilot in Stream**

- Get insights from videos
- Summarize and ask questions

## **Copilot in OneDrive & Copilot Chat**

- Instant access to file information
- Create summaries, outlines, and FAQs
- Anytime, anywhere Copilot Chat access
- Combine organizational data

## **Enterprise Data Protection**

- Advanced Copilot features
- Enterprise integrations