

# Getting Started with Microsoft 365 Copilot: Use Cases and Extensions

---

## Course Overview

This course is designed to help participants go beyond the basics of Microsoft 365 Copilot and explore how to effectively optimize, extend, and apply it in real-world scenarios.

Participants will learn how to work efficiently with AI by mastering prompting techniques and best practices. The course also introduces Copilot extensions and agents, enabling users to unlock more advanced capabilities.

Through hands-on use cases in IT and Marketing, learners will gain practical experience in using Copilot across applications like Excel, Word, Outlook, Loop, and Copilot Chat—empowering them to improve productivity and decision-making in their day-to-day roles.

## Table of Contents

### Introduction

- Short introduction to Microsoft 365 Copilot

### Module 1: Optimize and Extend Microsoft 365 Copilot

- Best practices for using Microsoft 365 Copilot
- How to build an effective prompt
- Prompting best practices
- Extend Microsoft 365 Copilot

### Module 2: IT Use Case

- Create a project plan using Microsoft 365 Copilot Chat
- Manage IT assets using Microsoft 365 Copilot in Excel
- Update a technical report using Microsoft 365 Copilot in Word
- Draft an email based on a technical report using Microsoft 365 Copilot in Outlook

### Module 3: Marketing Use Case

- Conduct market analysis using Microsoft 365 Copilot Chat
- Brainstorm marketing campaign ideas using Microsoft 365 Copilot in Loop
- Consolidate marketing reports using Microsoft 365 Copilot in Word
- Analyze a market trend spreadsheet using Microsoft 365 Copilot in Excel

## **Module 4: Copilot Extensions and Agents**

- Overview of agents
- Explore pre-built agents

## **Module 5: Q&A**

- Open discussion
- Address participant questions
- Key takeaways and next steps