

# Using Copilot Across Apps

90-Minute Training Session

## Session Overview

This session demonstrates how Microsoft 365 Copilot works across Word, Excel, Outlook, Teams, OneNote, and PowerPoint to improve productivity and collaboration.

## Learning Objectives

- Use Copilot across multiple Microsoft 365 apps.
- Move information seamlessly between applications.
- Create content faster using contextual prompts.
- Improve collaboration and communication.
- Apply best practices for cross-app productivity.

## Session Agenda

Topic	Duration
Introduction to Copilot Across Apps	10 Minutes
Copilot in Word and Outlook	20 Minutes
Copilot in Teams and OneNote	15 Minutes
Copilot in Excel	15 Minutes
Copilot in PowerPoint	15 Minutes
End-to-End Workflow Demo	10 Minutes
Best Practices and Q&A	5 Minutes

## Copilot in Word and Outlook

- Draft proposals, reports, and summaries in Word.
- Summarize email threads and draft responses in Outlook.

## Copilot in Teams and OneNote

- Summarize meetings and capture action items.

- Organize meeting notes and brainstorming sessions.

## **Copilot in Excel**

- Analyze business data and identify trends.
- Generate charts, summaries, and dashboards.

## **Copilot in PowerPoint**

- Create presentations from Word documents.
- Generate speaker notes and presentation summaries.

## **End-to-End Workflow Example**

- Meeting in Teams.
- Notes in OneNote.
- Summary in Word.
- Data analysis in Excel.
- Presentation in PowerPoint.
- Follow-up email in Outlook.

## **Sample Prompts**

- Create a project proposal for a cloud migration initiative.
- Draft a professional email summarizing the proposal.
- Analyze this spreadsheet and identify growth opportunities.
- Create a presentation from this project proposal.