

# Microsoft 365 Copilot – EPS/IT

Duration: 2 Hours

## Module 1: Document Intelligence

- Extract data from multiple PDFs into Excel
- Convert HTML tables into structured datasets
- Categorize and summarize large document collections
- Analyze and summarize contracts

## Module 2: Market Intelligence & Risk Management

- Consolidate market data from PDFs, websites, emails, and shared repositories
- Generate daily market updates and executive summaries
- Create month-end summaries and comparative reports
- Analyze pricing trends and market commentary

## Module 3: Operations Reporting & Analytics

- Automate MIS reports from emails, PDFs, and Excel files
- Summarize trade market reports
- Analyze crude and freight price trends
- Perform vessel compliance screening and identify risk indicators
- Build dashboards with charts and time-series data

## Module 4: Collaboration & Business Automation

- Create PowerPoint presentations using company templates
- Generate Planner tasks from meeting transcripts
- Extract action items from email conversations
- Organize and search content with SharePoint Agents
- Compare document versions, comments, and identify inconsistencies