

Microsoft 365 Copilot Training

Training Duration: 2 hours

Microsoft Copilot Training for up to 25 participants	€900
Microsoft Copilot Training from 26 participants	€1,500

- The training session will be recorded for later review.
- The training includes a Q&A session.
- The training agenda is flexible and can be tailored to meet the specific needs of your company.

Microsoft 365 Copilot is an AI-powered tool integrated into Microsoft Office products (such as Word, Excel, PowerPoint, Outlook), helping in tasks like content creation, data analysis, presentation preparation, email writing, note-taking, and more. The goal of the training is to provide knowledge and practical skills to help users work more efficiently by automating routine and time-consuming tasks.



Introduction to Microsoft 365 Copilot

Comparison of Microsoft Copilot, Microsoft 365 Copilot, and ChatGPT

- Microsoft Copilot
 - Making queries
 - Querying based on documents
 - Creating images
- Microsoft 365 Copilot
 - Summarizing content
 - Using public information
 - Content creation

Outlook

- Managing and organizing emails with Copilot
 - Responding to emails
 - Summarizing emails
 - Composing emails
- Guidance provided by Copilot

Word

- Creating documents
- Editing documents
- Making queries and commands

Excel

- Making queries

PowerPoint

- Creating presentations
- Automatically generating presenter notes
- Making queries and commands

Teams

- Meetings
 - Taking minutes
 - Making queries
 - Summarizing meetings
- Real-time communication and collaboration (Chat)
 - Summarizing chats
 - Making queries

OneNote

- Queries
 - Making queries
 - Modifying queries
- Creating content
 - Useful tips

Microsoft Whiteboard

- Brainstorming with Copilot's assistance

Queries - Copilot Prompts

- What can be done with prompts?
- Viewing prompts
- Saving prompts
- Copilot Lab



Contact us:

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