

## **Empower your workforce with Copilot for Microsoft 365 Use Cases (1 Day)**

### **Course Overview**

This one-day course is composed of two parts:

1. **Getting started with Copilot for Microsoft 365:** This part introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and examines how you can extend Copilot with plugins and Graph connectors.
2. **Empower your workforce with Copilot for Microsoft 365 Use Cases:** This part is the heart of the course. Students perform a series of hands-on exercises involving seven use cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and more) to complete a series of common business-related tasks pertaining to each use case.

To complete the use case exercises in this course, each student must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Copilot for Microsoft 365. Each student must also have a Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the use case exercises.

This course is targeted towards business users who want to enhance their Copilot for Microsoft 365 skills to solve business-related use case scenarios.

### **Course Benefits**

- Improve productivity across departments with Copilot for Microsoft 365
- Facilitate seamless collaboration and communication
- Automate routine tasks to save time and reduce errors
- Create better-informed decisions with AI-driven insights
- Boost creativity with AI-assisted content creation
- Ensure data security and privacy with Microsoft's AI principles
- Enhance customer interactions and satisfaction
- Encourage innovation through AI integration
- Achieve consistency and accuracy in business processes

## Course Outline

### **Introduction to Copilot for Microsoft 365**

- What is Copilot for Microsoft 365?
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI

### **Explore the possibilities with Copilot for Microsoft 365**

- Compose and summarize documents with Copilot in Word
- Summarize and draft emails with Copilot in Outlook
- Design captivating presentations with Copilot in PowerPoint
- Analyze and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat

### **Optimize and extend Copilot for Microsoft 365**

- Examine the art and science of working with AI
- Review best practices for using Copilot for Microsoft 365
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Copilot for Microsoft 365 with plugins
- Explore Microsoft Graph connectors

### **Empower your workforce with Copilot for Microsoft 365:**

- Executives use case
- Sales use case
- IT use case
- Marketing use case
- Finance use case
- HR use case
- Operations use case
- Challenge use case