Microsoft 365 Copilot End User (2 Day)

Course Overview

This Copilot for Microsoft 365 training teaches end-users how to craft effective and contextual prompts that create, simplify, transform, and compile content across Microsoft 365 applications. Attendees also learn how to drive adoption of Microsoft Copilot for Microsoft 365 using the user enablement framework to create and implement a robust adoption plan.

- Note: this M365 Copilot course combines the official Microsoft courses MS-4005: Craft Effective Prompts for Microsoft Copilot for Microsoft 365 and MS-4007: Copilot for Microsoft User Enablement Specialist.

Skills Gained

- Understand Copilot for Microsoft 365's functionality and Microsoft's dedication to implementing AI responsibly and ethically
- Gain practical experience with Copilot for Microsoft 365 across Microsoft 365 applications to streamline workflow and increase productivity
- Implement best practices for Copilot for Microsoft 365 and key extension methods
- Perform a series of use case exercises to build Copilot for Microsoft 365 skills in multiple scenarios
- Use Copilot for Microsoft 365 to address various business scenarios
- Understand the key principles within the people-first strategy, the importance of user enablement, the Copilot for Microsoft 365 user enablement framework, and becoming an AI-powered organization
- Set the foundation for a transformative adoption process of Copilot for Microsoft 365 in your organization
- Empower your employees to use Copilot for Microsoft 365 effectively and efficiently
- Maximize the value and impact of Copilot for Microsoft 365 for your employees and your organization
- Capitalize on the established foundation and expand the capabilities of Copilot for Microsoft 365

Prerequisites

- All attendees must be comfortable working in Microsoft 365 apps like Word, Excel, and PowerPoint
- Attendees must be familiar with Azure and the Azure portal.

Software Requirements

Attendees will not need to install any software on their computer for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will be fine.

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

Summarize with Microsoft Copilot for Microsoft 365
- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with Copilot in Excel
- Highlight key decisions and actions from Teams meetings
- Catch up and prepare for the week with Copilot in Outlook
- Summarize information on a topic with Microsoft Copilot for Microsoft 365

Create and draft with Microsoft Copilot for Microsoft 365
- Draft cover letters, marketing plans, and outlines with Microsoft Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook
- Brainstorm new ideas, lists, and reports from across Microsoft 365 with Microsoft Copilot

Edit and transform content with Microsoft Copilot for Microsoft 365
- Write, organize, and transform content using Microsoft Copilot in Word
- Add images, slides, and organize your presentation using Microsoft Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft Copilot in Excel
- Rewrite messages and replies for tone using Microsoft Copilot in Outlook

Ask questions and analyze content with Microsoft Copilot for Microsoft 365
- Ask Microsoft Copilot for help and recommendations in Word
- Get design and organization tips using Microsoft Copilot in PowerPoint
- Analyze and work with tables using Copilot in Excel
- Ask questions about your notes using Copilot in OneNote
- Chat with Copilot about meetings and messages in Teams

Explore user enablement strategies for adopting Copilot for Microsoft 365
- Describe the importance of user enablement
- Describe the journey to becoming an AI-powered organization
- Describe the people first strategy
- Describe the Copilot for Microsoft 365 user enablement framework
- Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365

Envision a successful adoption of Copilot for Microsoft 365
- Assemble your team
- Secure sponsors and stakeholders
- Create an AI council
- Define a strategy
- Identify and prioritize scenarios
- Define success criteria, KPIs and success measurement plan
- Assess your organization's readiness

Onboard and empower your employees to use Copilot for Microsoft 365 efficiently
- Establish a Copilot for Microsoft 365 Center of Excellence
- Build your Champions and Early Adopters programs
- Build your engagement strategy
- Build your training strategy

Drive value and maximize the impact of Copilot for Microsoft 365 within your organization
- Collect and analyze feedback
- Review success measures and user survey results
- Measure and report Copilot for Microsoft 365 usage
- Conduct health service reviews

Extend and optimize Copilot for Microsoft 365 in your organization
- Describe how to enhance Copilot for Microsoft 365
- Design scenarios using the Modern Collaboration Architecture framework
- Deliver business process transformation with Copilot Studio