

COURSE OVERVIEW

Course name

(MS-4004) Empower your workforce with Microsoft 365 Copilot Use Cases



DURATION: 1 Day

Gauteng

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Johannesburg 2196

Gauteng

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Durban

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COURSE OVERVIEW

This course will introduce you to Microsoft 365 Copilot, examine how you can use Copilot throughout the various Microsoft 365 apps, explore best practices for using Copilot and build effective prompts, and teach you how you can extend Copilot with plugins and Graph connectors.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the key features and benefits of Microsoft 365 Copilot
- Apply Copilot for Microsoft 365 to various business scenarios
- Use Copilot to create and edit documents, presentations, emails, and more with natural language generation
- Collaborate and communicate effectively with your team and customers using Copilot for Microsoft 365
- Evaluate the quality and relevance of the content generated by Copilot

AUDIENCE

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

PREREQUISITES

It essential that attendees have Microsoft 365 Copilot available to them

CONTENT

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- The core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: Explore the possibilities with Microsoft 365 Copilot

- Compose and summarise documents with Copilot in Word
- Summarise and draft emails with Copilot in Outlook
- Design captivating presentations with CoPilot in Excel
- Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat.

Module 3: Optimise and extend Microsoft 365 Copilot

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

Module 4: Copilot for Executives

- Synthesise your communication insights using Microsoft Copilot
- Summarise chat and channel threads using Copilot in Teams
- Create a speech using Copilot in Word
- Create a slide presentation using Copilot in PowerPoint

Module 5: Copilot for Sales

- Create a market research report using Copilot in Loop
- Create a sales presentation using Copilot in PowerPoint
- Prepare your meeting notes from emails using Microsoft Copilot
- Compare supplier agreements using Copilot in Word

Module 6: Copilot for IT

- Create a project plan using Copilot
- Create a project plan presentation using Copilot in PowerPoint
- Update a technical report using Copilot in Word
- Draft an email based on a technical report using Copilot in outlook

Module 7: Copilot for Marketing

- Conduct a market analysis using Copilot
- Brainstorm marketing campaign ideas using copilot in Loop
- Consolidate multiple marketing reports using Copilot in Word
- Analyse a market trend spreadsheet using Copilot in Excel

Module 8: Copilot for Finance

- Draft an email to your insurance company using Copilot in Outlook
- Analyse a financial spreadsheet using Copilot in Excel
- Create a financial analysis report using Copilot in Word
- Summarise financial results using Copilot in Word

Module 9: Copilot for HR

- Create a job description using Copilot in Word
- Analyse resumes and make a recommendation using Copilot in Word
- Create interview questions using Copilot in Loop
- Compose an email offer letter using Copilot in Outlook

Module 10: Copilot for Operations

- Brainstorm project plan ideas using Copilot in Whiteboard
- Draft a meeting reply using Copilot in Outlook
- Compare reporting results using Copilot in Word
- Create a presentation comparing heating systems using Copilot in PowerPoint

Module 11: Challenge Use case

- Use Microsoft 365 Copilot to address various business scenarios without the aid of step-by-step instructions.
- Create interview questions using different Copilots
- Enhance your social media efforts
- Enhance your project management collaboration skills
- Enhance content creation and collaboration skills

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client