

Duration: 1 day

Topics

Introduction

- What is Copilot?
- What can Copilot do?
- Where to find Copilot within MS 365 apps
- How to ask effective questions and other tips and tricks

Using Copilot Chat

- Finding and pinning Copilot Chat
- Using Copilot to Locate, Summarise, Create, and Inspire
- Starting a new Chat
- Locating Chat history
- Using Pages

Using Copilot - Working in Microsoft Teams

- Use Copilot with Meetings
- Meeting Recaps
- Use Copilot in chat and Channels to summarise a conversation or to locate information
- Asking effective questions

Copilot in Microsoft Outlook

- Use prompts to create new emails
- Adjust or request new versions of your draft email
- Use Copilot coach to review your email and suggest improvements
- Use Copilot to summarise an email thread

Working with Copilot in PowerPoint

- Use prompts to create a presentation from scratch
- Create a presentation using a Word Document as a starting point
- Use Copilot with a Corporate template
- Request different slide designs
- Use Copilot to add slides and images
- Use Copilot to organise your presentation, and to summarise your presentation.

Using Copilot - Working in Word

- Create a first draft of a document using a prompt
- Change the tone of a document
- Add a reference file to give Copilot more context to work with
- Use Copilot to rewrite paragraphs
- Visualise as a Table
- Quiz Copilot about the content of your document
- Use Copilot to summarise your document

Using Copilot - Working in Excel

- Format data as a table
- Use Copilot to highlight data
- Use Copilot to sort and filter data
- Use Copilot's suggestions to find key insights, e.g.. "Sales totals by region last year"
- Learn how to be specific with questions
- Use Copilot to create formulas

Copilot Tips and Tricks