

Maximising Productivity Through Microsoft 365 Copilot

ClearCut
IT TRAINING

Duration: 2 days

This course provides comprehensive training on Microsoft 365 tools, covering OneDrive, M365 Groups, Microsoft Teams, SharePoint, Planner, Power BI, and Microsoft 365 Copilot. Participants will learn to navigate and utilise these tools for enhanced collaboration, productivity, and task management, with a focus on practical applications and best practices.

Topics

Introduction to Microsoft 365

- Overview of M365 and its components.
- Benefits of using M365 for collaboration and productivity.

OneDrive

- Introduction to OneDrive.
- Navigating the OneDrive interface and syncing with devices.
- Basic and advanced features of OneDrive.
- Integration with Microsoft Office apps and SharePoint.
- Real-time co-authoring and managing permissions.

M365 Groups

- Introduction to M365 Groups.
- Creating and managing groups using the Microsoft 365 admin center and Windows PowerShell.
- Using groups to support collaboration in SharePoint Online and Exchange Online.
- Setting up dynamic groups using Microsoft Entra rule builder.
- Creating a Microsoft 365 group naming policy.

Continued

Microsoft 365 Copilot

- Introduction to Microsoft 365 Copilot.
- Checking File Permissions Prior to Deployment: Understanding permission levels, setting access controls, and verifying permissions.
- Practical usage across various Microsoft 365 Apps.
- Best practices for optimizing and extending Copilot's capabilities, using Agents.

Microsoft Teams and SharePoint

- Setting up Teams and channels.
- Integrating SharePoint for document management.
- Best practices for organizing and managing files.
- Creating a Team: Steps to create a new team in Microsoft Teams.
- Overview of Channels, Chats, and Calendar: Understanding the structure and functionality of channels, managing chats, and using the calendar for scheduling meetings.

Task Management with Planner

- Creating and managing Planner boards.
- Assigning tasks and setting deadlines.
- Automating task reminders and updates with Power Automate.

Power BI Dashboards and KPIs

- Creating and customizing Power BI dashboards.
- Tracking and analysing key performance metrics.
- Setting and monitoring KPIs for business performance.

Review