MS4018: Draft, Analyse, and Present with Microsoft 365 Copilot

ClearCut IT TRAINING

Duration: 1 day

This course is designed to equip professionals with the skills to effectively utilise Microsoft 365 Copilot across a range of Microsoft applications, including Word, Excel, PowerPoint, Outlook, Teams, and Copilot Chat. Participants will learn to craft effective prompts, enhance productivity, and integrate AI-driven insights into their daily workflows. With a focus on practical usage, the course supports participants in building confidence using AI to draft, analyse, and present content more efficiently.

Note: This course is for the Microsoft 365 Copilot version.

Course Prerequisites

Participants should have basic functional experience with Microsoft 365 services such as Word, Excel, PowerPoint, Outlook, and Teams.

Target Audience

This course is designed for:

- Business users seeking to enhance productivity through AI tools
- Functional consultants integrating AI into business processes
- Technology managers supporting digital transformation
- Solution architects designing AI-enhanced business solutions
- Administrators managing Microsoft 365 environments

Topics

Introduction to Microsoft 365 Copilot

- Overview of Copilot's role and purpose
- How Copilot works and the core services it relies on
- Microsoft's approach to responsible AI
- Real-world examples of business impact

Build effective presentations with AI

- Enhancing productivity using Copilot in PowerPoint
- Prompting Copilot to create clear, engaging slides
- Editing and improving presentations using AI features

Continued

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Draft impactful documents using AI

- Creating first drafts using Copilot in Word
- Improving content with AI-supported edits and suggestions
- Collaborating with others on document refinement

Make your meetings more productive with AI

- Using Copilot in Teams to streamline communication
- Summarising chat threads and meetings
- Enhancing collaboration across departments

Uncover new data insights with AI

- Using Copilot in Excel for efficient data analysis
- Creating charts, tables, and summaries from raw data
- Drawing insights and automating repetitive analysis

From inbox to impact: improve your email workflows with AI

- Prompting Copilot in Outlook to generate email drafts
- Streamlining calendar scheduling and meeting follow-ups
- Applying best practices for AI-supported communication

Unlock productivity and unleash creativity with AI-powered chat

- Using Copilot Chat across Microsoft 365 and web content
- Drafting, summarising, and reviewing content using chat
- Integrating Copilot Chat into workflows to reduce context switching