

Microsoft 365 Copilot Basic - Introduction level

This virtual 3-hour workshop, delivered via Microsoft Teams, provides delegates with a comprehensive demonstration to Microsoft 365 Copilot Basic. The session explains how Copilot is can be used across the Microsoft 365 suite and demonstrates how it works across Teams, Word, Outlook, Excel, SharePoint, OneDrive and PowerPoint. Delegates do not require a pro license.

The workshop is recorded and made available to participants for 30 days. It accommodates up to 10 delegates. Delegates also receive complimentary one-month access to a Bite Size online learning membership, which includes an online Copilot course, assessment, and interactive game as well as 2 AI Personal Development courses on A Managers guide to AI and Demystifying AI.

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

- Understand the differences between the four main versions of Microsoft Copilot.
- Confidently use Copilot Basic Chat within the commonly used Apps.
- Create Prompts that can be saved and re-used.

Introduction to Microsoft Copilot Basic • What is Microsoft Copilot Basic/Chat? • How Copilot fits into everyday work • Overview of licensing options • Why choosing the correct version matters for security and productivity • Accessing Copilot Basic Chat Using the Chat window • Creating Prompts • Adding files • Dictating in the Chat Window • Deep Thinking and Quick Response • Sharing Copilot Chat • Edit in Pages • Revise and Re-iterate • Do's and Don'ts • Personalising Prompts Security Matters • Claude and Chat GPT explained • Clearing Copilot Chat History • Naming Chats • Searching for Chats Accessing the Prompt Gallery Agents • Understanding Agents • Creating and Using Agents	Using Copilot Chat in Outlook • Summarising emails • Re-wording emails • Regenerating emails • Critiquing emails Using Copilot Chat in Word • Drafting reports / documents • Summarising documents • Spelling and grammar Using Copilot Chat in PowerPoint • Creating presentations • Adding themes and images • Gaining feedback Using Copilot Chat in Excel • Creating formulas • Data analysis and Visualisation Using Chat in Teams Using the Create option Quick reference Card Demo of Bite Size online Learning Library
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