

Microsoft 365 – Driving Efficiencies Course (One Day)

This virtual one-day course, delivered via Microsoft Teams, is designed for up to 8 delegates who already have experience using Microsoft 365. The session focuses on maximising the productivity features available within the Microsoft 365 environment, helping participants make full use of the tools included in their existing subscriptions together with getting to grips with Copilot Basics.

The workshop is recorded and made available to delegates for 30 days. It is delivered through a blend of presentation, live demonstration, and hands-on activities. Delegates also receive complimentary one-month access to a Bite Size online learning membership, which includes an online Copilot course, assessment, and interactive game.

Working with Files

- Difference in OneDrive and SharePoint
- One source of truth
- Use Links not attachments
- Review, change and remove access
- Forwarding an email with attachment to a Teams Channel

Getting the most out of Teams

- Adding and Pinning Apps
- Version Control and managing edits
- Checking permissions

Accessing Online and Desktop Apps

- MS Excel
- MS Word
- MS Outlook
- MS PowerPoint

Popular Apps

- Workflows and Approvals
- Using Planner to manage and organise tasks
- Understand Loop
- Creating and managing Forms

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

Agents

- Understanding Agents
- Creating and Using Agents

Security Matters

- Claude and Chat GPT explained
- Clearing Copilot Chat History
- Naming Chats
- Searching for Chats

Using the Chat window

- Creating and Saving 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
- Using the Create option

Using Copilot with

- MS Word
- MS Outlook
- MS PowerPoint
- MS Excel
- MS Teams
- MS OneDrive

Accessing the Prompt Lab

Bite Size online learning library

- Quick Reference Card
- Free access to Bite Size Online Library Copilot course, Test and Game for a month