

## MS Copilot 365 - Introduction level (with hands on)

This virtual one-day workshop, delivered via Microsoft Teams, provides delegates with a comprehensive explanation to Microsoft 365 Copilot. The session explains how Copilot is fully integrated across the Microsoft 365 suite and demonstrates how it enhances productivity through improved content creation and data analysis. Delegates practice with practical exercises across Teams, Word, Outlook, Excel, OneDrive and PowerPoint.

The workshop is recorded and made available to participants for 90 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:

- Describe the four main versions of Microsoft Copilot and understand the differences between Work and Web options.
- Confidently use Copilot within the commonly used Apps.
- Create Prompts that can be saved and re-used.

<p><b>Introduction to Microsoft Copilot</b></p> <ul style="list-style-type: none"> <li>• What is Microsoft Copilot?</li> <li>• How Copilot fits into everyday work</li> <li>• Overview of licensing options</li> <li>• Why choosing the correct version matters for security and productivity</li> <li>• OneDrive and SharePoint and Teams</li> <li>• Accessing Copilot in a separate App</li> <li>• Work and Web options explained</li> </ul> <p><b>Using Copilot in Outlook (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Summarising emails</li> <li>• Re-wording emails</li> <li>• Regenerating emails</li> <li>• Critiquing emails</li> <li>• Searching emails</li> </ul> <p><b>Using Copilot in Word (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Drafting reports / documents</li> <li>• Summarising documents</li> <li>• Spelling and grammar</li> <li>• Translating</li> <li>• Company brand packs</li> </ul> <p><b>Using Copilot in PowerPoint (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Creating presentations</li> <li>• Adding themes and images</li> <li>• Using the brand pack</li> <li>• Gaining feedback</li> </ul>	<p><b>Using Copilot in Excel (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Cleaning data</li> <li>• Creating formulas</li> <li>• Data analysis and Visualisation</li> </ul> <p><b>Using Copilot in OneDrive (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Summarising files</li> <li>• Reading them out aloud</li> <li>• Creating Podcasts</li> </ul> <p><b>Customising Copilot (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Scheduling Copilot</li> <li>• Prompt Engineering</li> <li>• Clearing Chat History</li> <li>• Accessing the Prompt Gallery</li> <li>• Adding files and dictating in the Chat Window</li> </ul> <p><b>Using the Create option (with exercises)</b></p> <ul style="list-style-type: none"> <li>• Creating Images</li> <li>• Creating Videos</li> <li>• Creating Infographics</li> <li>• Creating Posters</li> </ul> <p><b>Quick reference Card</b></p> <p><b>Demo of Bite Size online Learning Library</b></p>
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