

Microsoft 365 – Driving Efficiencies Course

This virtual 3-hour 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.

The workshop is recorded and made available to delegates for 90 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

Understanding Copilot

- Different available versions
- Understanding Prompts
- Do's and Don'ts
- Accessing Chat history
- Accessing the Prompt Lab
- Risks to consider
- Deleting History

Differences between Online and Desktop when using:

- 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

Bite Size online learning library

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

Copilot Basic is available at no extra cost for those with an eligible Microsoft 365 licence. It's a general-purpose AI assistant that uses the web. It does not automatically access your organisation's internal content, such as emails, OneDrive or SharePoint files, Teams chats, or calendar information, unless you choose to provide that content as part of your prompt.

Microsoft 365 Copilot requires a licence and works with the Microsoft 365 apps and data you already have permission to access from Outlook, Word, Excel, Teams, SharePoint, meetings, chats, calendar entries, and files.