WorkingSm@rt®

MICROSOFT
+Copilot 365

Who Should Attend:

Professionals looking to enhance their efficiency and effectiveness through the integration of Copilot in their daily operations. This workshop is exploring Microsoft Copilot 365, a paid subscription version.

Format:

- Half day virtual instructor-led session

Tools Provided:

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt using Outlook
- WorkingSm@rt using Microsoft Teams
- WorkingSm@rt using OneNote
- WorkingSm@rt in Meetings

Leveraging Copilot for a Better Way to Work

This workshop is designed to empower professionals with the knowledge and tools to integrate Copilot into their daily workflows. Participants will explore the capabilities of Microsoft Copilot 365, learning how to automate routine tasks, enhance communication, and streamline their processes.

Outcome:

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage Copilot, improving their processes and staying ahead in the rapidly evolving workplace.

Priority®

A Better Way To Work

Priority Management
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Detailed Synopsis:

WorkingSm@rt using Copilot 365 for a Better Way to Work

Unit 1: Laying the Foundation

- The Evolution of Work with AI
- What is Copilot?
- Best Practices for Prompt Engineering
- Ethics, Privacy & AI Best Practices
- Using Viva Insights

Unit 2: A Day in the Life

- Managing Email Overload & Daily Priorities
- Creating Email Summaries
- Turning Emails into Collaborative Meetings
- Running an Effective Meeting with
  Real-Time AI Feedback
- Extracting Post-Meeting AI Notes & Assigning
  Action Items

Unit 3: Advanced Copilot Application

- Completing Data Analysis in Excel
- Creating Documents in Word
- Building Slide Decks in PowerPoint
- Following Through on Action Items

These skillsets align with various tools and functionalities within the Microsoft 365 suite:

1. **Prioritizing**
   Using Copilot within **Outlook** to review incoming emails, triage and prioritize your day.

2. **Writing**
   Leveraging **Microsoft Word**, **Editor**, and **Copilot** for drafting, refining, and enhancing written content.

3. **Data Analysis**
   Utilizing **Excel**, **Copilot**, and **Python** for data organization, visualization, and insights generation.

4. **Document Creation**
   Leveraging **Copilot** to integrate content from other **365 tools** (Word, Excel, and PPT), enabling seamless creation of insights, outlines, documents, and presentations.

5. **Summarizing**
   Using Copilot in **Word**, **OneNote**, **Teams**, and **Outlook** to generate concise summaries of documents, emails, and meeting notes.

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