

MICROSOFT COPILOT AI FOR OFFICE 365

COURSE OVERVIEW

This course provides participants with practical hands-on experience on using Microsoft Copilot AI within Microsoft office 365 business environment. The AI-powered tool will help the participant to be more effective and efficient in completing tasks and daily operation from scheduling, summarization, analysis, content creation, document creation and collaboration, presentation, Image generation and creating AI agents.

TARGET COMPETENCIES

- AI Content Creation
- Tasks optimization
- AI Agents
- AI-enhanced productivity
- Organizational innovation

COURSE OBJECTIVES

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

- Understand Microsoft Copilot AI capabilities
- Apply Copilot tools within Microsoft 365 to improve workflow efficiency.
- AI-generated content and suggestions.
- Create AI Agents
- Customize Copilot features according to departmental needs.

TARGET AUDIENCE

This course is designed for professionals seeking to understand and apply Copilot AI in processes daily operations and task effectively and efficiently. The course is suitable for all business professionals using Microsoft office 365 productivity tools.

NOTE

The course requires bringing laptop running on windows OS with Microsoft office 365 fully installed and Copilot Pro version activated. Participants must bring their own laptops.

COURSE METHODOLOGY

The course includes expert presentations, tool demonstrations, and structured explanations of AI use cases in business, along with hands-on practice to ensure effective tool usage.

COURSE OUTLINE

OVERVIEW OF MICROSOFT 365 COPILOT CAPABILITIES

- Copilot integration with Word, Excel, and Outlook.
- AI functionalities in Teams and PowerPoint.
- Security considerations and access control.
- User interface and command execution.
- Differences between standard features and Copilot-enhanced tools.

DOCUMENT AUTOMATION AND EFFICIENCY ENHANCEMENT USING COPILOT

- Generating text in Word for reports and proposals.
- Smart summarization and rewriting features.
- Creating documents using ready-made templates.
- Context-aware AI responses.

DATA ANALYSIS IN EXCEL

- Assistance with building formulas and analyzing data.
- Table transformation and chart visualization support.
- Data analysis and reporting AI features
- Natural language queries for Excel automation.

CREATE PRESENTATIONS WITH POWERPOINT

- Generate complete slide presentations instantly using text prompts.
- Convert documents or notes into structured, professional presentations.
- Apply automatic visual design improvements and layout suggestions.
- Create speaker notes, summaries, and talking points for each slide.

MANAGE OUTLOOK EMAIL

- Draft clear, professional emails with AI-generated suggestions.
- Organize and categorize inbox messages intelligently.
- Summarize long or complex email threads for quick understanding.
- Automate scheduling, follow-ups, and smart reply recommendations.

ENHANCING COMMUNICATION AND MEETINGS

- Meeting summarization and note creation in Teams.
- Email summarization and automated replies in Outlook.
- Task follow-up and scheduling suggestions.
- Improving collaboration through smart responses.

GENERATIVE AI CONTENTS AND PERSONAL ASSISTANT

- AI Chat assistant
- AI-generated visual contents
- Custom AI agents' development
- Collaborative pages creation