

## Microsoft 365 Copilot Overview

**1 Half-Day**

This four-hour course is designed to walk you through Copilot's functionality via instructor-led demonstrations so you can make decisions for how you and/or your team members may use this tool in the workplace.

Discover ways to use Microsoft Copilot that create, simplify, transform, and compile content across Microsoft 365 applications. Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real-world scenarios and examples using Copilot in Microsoft 365 apps.

### LEARNING OBJECTIVES

**At the end of this course, you will be able to:**

- Understand the fundamentals of Copilot and its capabilities
- Create summaries and drafts
- Edit and analyze content
- Maximize productivity using Copilot

### WHO SHOULD ATTEND

- Those who want to learn about Microsoft 365 Copilot's features and how to integrate it into Microsoft products.

### PREREQUISITES

You should be familiar with working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users looking to explore the features of Microsoft 365 Copilot whether or not you have a Copilot license.

### HOW TO REGISTER

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