

Microsoft 365 Copilot: Unlocking Productivity with Copilot and Office

Explore Microsoft 365 Copilot's AI features across Word, Excel, PowerPoint, Outlook, and Teams. Learn through hands-on tutorials, real-world examples, and optional Generative AI basics to streamline workflows and boost productivity with practical, guided exercises.

Program Duration

7 Hours

Learning Format

Online and On-demand

Course Curriculum

Lesson 01: Introduction

Lesson 02: Fundamentals

Lesson 03: Generative AI Primer (Optional)

Lesson 04: Environment Setup

- 4.01 Get Microsoft Copilot Pro and Microsoft Copilot for M365
- 4.02 Onboard Microsoft Copilot Pro and Microsoft 365 on Your Apps
- 4.03 Pre-requisites of Microsoft Copilot

Lesson 05: Microsoft Copilot and Word

- 5.01 Fundamentals of Microsoft Copilot and Word
- 5.02 Draft Documents with Microsoft Copilot Pro
- 5.03 Draft Documents with Outlines with Microsoft Copilot
- 5.04 Edit Text in Word and Change Tone with Microsoft Copilot
- 5.05 Transform Text in Word into a Table
- 5.06 Ask Questions on Word Documents
- 5.07 Revise Edits to Your Word Documents
- 5.08 Create Output Artifacts with Microsoft Copilot

Lesson 06: Microsoft Copilot and Excel

- 6.01 Fundamentals of Microsoft Copilot and Excel
- 6.02 Insights Analysis and Charts with Microsoft Copilot Pro
- 6.03 Sort, Highlight, and Filter with Microsoft Copilot for Microsoft 365
- 6.04 Adding Formulas in Excel
- 6.05 ChatGPT and Excel Introduction

Lesson 07: Chatgpt and Excel (Optional)

- 7.01 Simple Formulas (Suma and Average)
- 7.02 Simple Formulas (Index Match)
- 7.03 String Manipulation Formulas 1
- 7.04 String Manipulation Formulas 2
- 7.05 Implied Formulas - Mortgage Example

- 7.06 Implied Formulas - Physics Example
- 7.07 Sample Data Generator
- 7.08 Custom Formatted Cell Types
- 7.09 Formula Explainer
- 7.10 Pivot Tables
- 7.11 Analyze Data from Excel
- 7.12 Enables Macros in Excel
- 7.13 Create Simple Formatting Macro with ChatGPT
- 7.14 Create Complex Macro with ChatGPT

Lesson 08: Microsoft Copilot and PowerPoint

- 8.01 Fundamentals of Microsoft Copilot and PowerPoint
- 8.02 Create Presentations from Scratch with Microsoft Copilot Pro
- 8.03 Create Presentations from Templates
- 8.04 Create Presentations from Word Documents
- 8.05 Add a Slide with Microsoft Copilot Pro
- 8.06 Edit a Slide in PowerPoint
- 8.07 Ask Questions about Presentations
- 8.08 Summarize and Organize Presentations with Microsoft Copilot

Lesson 09: Microsoft Copilot and Outlook

- 9.01 Fundamentals of Microsoft Copilot and Outlook
- 9.02 Draft Emails with Microsoft Copilot for Microsoft 365
- 9.03 Summarize Email Threads in Outlook
- 9.04 Reply to Emails in Outlook and Microsoft Copilot 1
- 9.05 Reply to Emails in Outlook and Microsoft Copilot 2
- 9.06 Use Email Coaching in Outlook

Lesson 10: Microsoft Copilot and Teams

- 10.01 Fundamentals of Microsoft Copilot and Teams
- 10.02 Summarize and Ask Questions During Teams Meetings
- 10.03 Catch Up During Meetings with Teams and Microsoft Copilot Pro
- 10.04 Ask Questions During Meetings
- 10.05 Get Meeting Coaching with Microsoft Copilot for Microsoft 365

Lesson 11: Microsoft Copilot 365 Chat

- 11.01 Fundamentals of Microsoft Copilot 365 Chat
- 11.02 Ask Work-Related Questions and Produce Work Material 1
- 11.03 Ask Work-Related Questions and Produce Work Material 2
- 11.04 Reference Files in M365 Chat
- 11.05 Search the Web with Copilot for Work

Lesson 12: Conclusion

Lesson 13: Bonus

5+ Skills Covered

- Microsoft 365 Application Proficiency
- AI Powered Workflow Automation
- Word Excel PowerPoint Outlook Teams Integration
- Effective Copilot Prompt Engineering Techniques
- Productivity Optimization with Generative AI