An Introduction to Microsoft 365 Copilot half day course

Formulas and Functions

Course Objectives

- Gain an understanding of Microsoft Copilot and AI
- Apply Copilot to everyday tasks
- Integrate Copilot with Microsoft applications
- Create prompts to provide accurate instructions to Copilot
- Use Copilot to write effective emails and improve data analysis
- Create content and generate images

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learner's requirements.

All course outlines are therefore to be used as a guide only.

Duration

Half day

Prerequisites

Microsoft 365 needs to be installed on the participant's PC.

A Microsoft 365 Copilot licence is required.

Participants must be able to browse the internet and have basic skills in Microsoft applications.

Course Outline

Artificial Intelligence Fundamentals

- AI terminology and concepts
- What is General AI and Generative AI
- Machine Learning and Natural Language

Microsoft 365 Copilot

- What is it and what it does
- How it integrates with Microsoft 365
- The connection to ChatGPT

Prompts

- How to write Prompts
- Techniques and tips
- Natural Language
- What to avoid

Copilot and Microsoft Word

- Create content
- Improve text and content
- Create a publication
- Translate a document
- Document formatting

Copilot and Microsoft Excel

- Data analysis
- Generate formulas and functions
- Natural Language
- Conditional Formatting
- Pivot Tables

Copilot and Outlook

- Draft an email
- Refine an email
- Summarising emails
- An email template

Introducing Agents

- What is an Agent?
- How they are created
- What they can do

Best Practice

- The risks
- Quality control and responsibility
- Transparency
- Acknowledgement