

Copilot Mastery Series



Unlocking Efficiency with Copilot: A Series of 1-Hour Virtual Classes

Welcome to our **Copilot Mastery Series**, where we delve into the seamless integration of **Copilot** with various Microsoft 365 applications. In these seven engaging 1-hour virtual classes, you'll discover how Copilot enhances your productivity, streamlines tasks, and empowers your work within the Microsoft ecosystem.

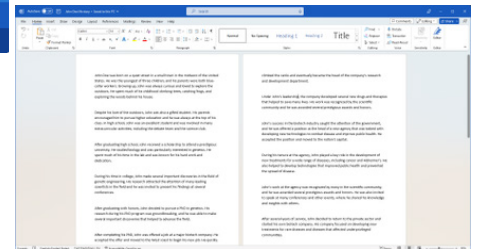
1 Copilot with Word

Overview

Learn how Copilot revolutionizes your document creation process in Microsoft Word. From drafting reports to crafting compelling narratives, Copilot assists you with code snippets, formatting, and more.

Key Topics

- **Smart Autocompletion:** Effortlessly complete sentences and paragraphs.
- **Code Suggestions:** Enhance your macros and templates.
- **Syntax Assistance:** Avoid common errors while writing scripts.



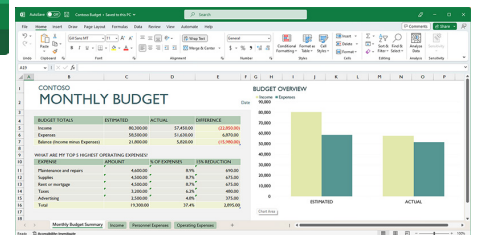
2 Copilot with Excel

Overview

Explore Copilot's capabilities within Microsoft Excel. Whether you're analyzing data, building complex formulas, or automating tasks, Copilot provides real-time assistance.

Key Topics

- **Formula Optimization:** Optimize complex calculations.
- **Data Manipulation:** Transform data efficiently.
- **VBA Scripting:** Leverage Copilot for Excel macros.



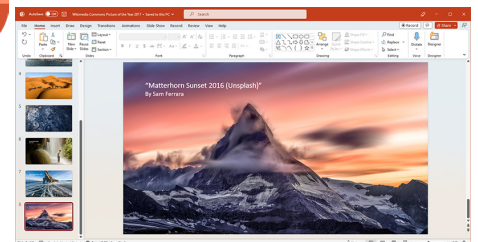
3 Copilot with PowerPoint

Overview

Discover how Copilot elevates your presentation game. From slide design to animations, Copilot ensures your PowerPoint decks are polished and impactful.

Key Topics

- **Slide Layouts:** Create visually appealing slides.
- **Animation Sequences:** Enhance slide transitions.
- **Speaker Notes:** Craft concise and engaging content.



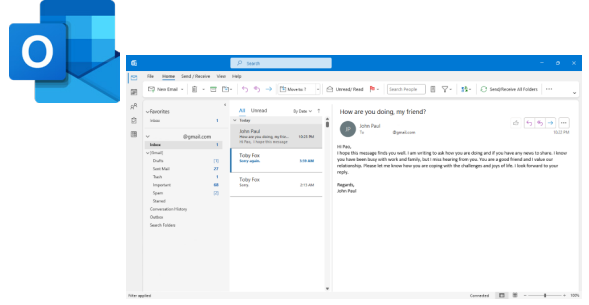
4 Copilot with Outlook

Overview

Master Copilot's integration with Microsoft Outlook. Efficiently manage emails, automate responses, and organize your inbox with Copilot's guidance.

Key Topics

- **Email Templates:** Speed up communication.
- **Rules and Filters:** Organize incoming messages.
- **Quick Replies:** Craft professional responses.



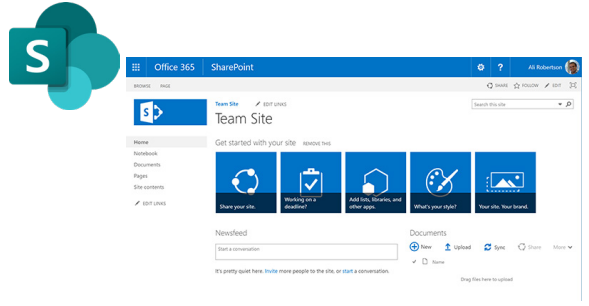
5 Copilot with SharePoint

Overview

Unleash the power of Copilot in SharePoint. Whether you're customizing sites, creating workflows, or managing permissions, Copilot simplifies the process.

Key Topics

- **Site Customization:** Tailor SharePoint sites.
- **Workflow Automation:** Streamline processes.
- **Security Best Practices:** Implement robust access controls.



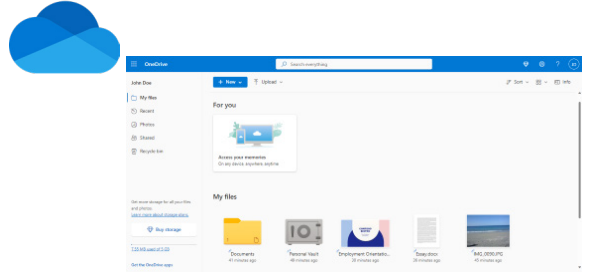
6 Copilot with OneDrive

Overview

Navigate OneDrive with Copilot's guidance. From file organization to version control, Copilot ensures efficient collaboration and document management.

Key Topics

- **Folder Structures:** Optimize file storage.
- **Version History:** Track document changes.
- **Collaboration Features:** Enhance teamwork.



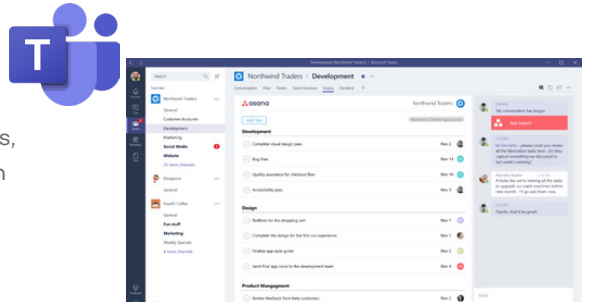
7 Copilot with Teams

Overview

How to use Copilot to collaborate with your colleagues, such as chat, share files, and co-edit documents, with Copilot's integrations and shortcuts. You will learn how to communicate efficiently, work together seamlessly, and manage your projects with Copilot's features.

Key Topics

- Manage projects and tasks in Teams
- Meeting Preparation, Facilitation, Follow-up



Join Us!

Don't miss out on this opportunity to become a Copilot pro. Register for our live virtual classes and unlock the full potential of Copilot within Microsoft 365!

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