

Introduction to Copilot for Microsoft 365

A 1-hour course for MS 365 endusers to learn how to use Copilot to enhance your productivity and creativity

Course Objectives

- Understand what Copilot is and how it works
- Learn how to install and activate Copilot on your Microsoft 365 applications
- Explore the features and benefits of Copilot for different scenarios
- Practice using Copilot to generate and edit content, data, and code
- Get tips and best practices for using Copilot effectively and responsibly

Course Summary

Course overview: The course is a comprehensive one-hour introduction to Copilot for end-users, intended to instruct how to use this powerful tool to enhance productivity and creativity in various tasks and projects using data and code.

Course objectives: The course aims to teach users how to install and activate Copilot, how to use its features and benefits for different scenarios, how to generate and edit content, data, and code with Copilot, and how to use Copilot effectively and responsibly.

Course outline: The course consists of five modules, each covering a different aspect of Copilot. The first module explains what Copilot is and how it works, the second module shows how to install and activate Copilot on Microsoft 365 applications, the third module demonstrates how to use Copilot for different scenarios, the fourth module provides a practice session with Copilot, and the fifth module summarizes the best practices and tips for using Copilot.

Optional

- A feedback and review session where you will share your Copilot outputs and receive suggestions and corrections from the instructor and peers
- A quiz and survey to test your knowledge and satisfaction with Copilot and the course

Course Outline

- **Module 1: What is Copilot and how does it work?**
 - A brief introduction to Copilot and its capabilities
 - An overview of the Copilot model and how it learns from data and code
 - A demonstration of how Copilot can help you with various tasks and projects
- **Module 2: How to install and activate Copilot on Microsoft 365 applications**
 - A step-by-step guide to install Copilot on your device and connect it to your Microsoft 365 account
 - A walkthrough of how to activate Copilot on different applications, such as Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and OneDrive
 - An explanation of how to customize your Copilot settings and preferences
- **Module 3: How to use Copilot for different scenarios**
 - A showcase of the features and benefits of Copilot for various scenarios, such as writing documents, creating presentations, analyzing data, and coding applications
 - A comparison of Copilot with other tools and services, such as Grammarly, PowerPoint Designer, and Excel Ideas
 - A discussion of the limitations and challenges of Copilot and how to overcome them
- **Module 4: How to use Copilot to generate and edit content, data, and code**
 - A hands-on practice session where you will use Copilot to generate and edit content, data, and code for different tasks and projects
 - A reflection and evaluation session where you will assess your Copilot skills and identify areas for improvement
- **Module 5: How to use Copilot effectively and responsibly**
 - A summary of the best practices and tips for using Copilot efficiently and creatively
 - A reminder of the ethical and legal implications of using Copilot and how to avoid plagiarism, copyright infringement, and data privacy issues
 - A short discussion on do's and don'ts using Copilot (for specific clients or simply in certain "verticals").